

MEETING MINUTES

Topic: Project Requirements

Monday, June 25, 2018

4:00- 7:00pm

Minutes recorded by Waleed Almutairi

Meeting called by Kaled Alweehan

Attendees: Kaled Aleweehan, Abdullah Almutairi, Waleed Almutairi, Omar Alotaibi and Abdullah Ben Gheyam

Please bring: Computers

Table 1. Record of meeting.

4:00-5:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• After researching, we got our design selected from the ten designs selected by the Pugh chart and the decision matrix.	Room 120
5:00- 6:30pm	<ul style="list-style-type: none">• We worked for the presentation and we are done for the all slides, and we divided the work for the team members.• Then, we practiced the presentation to make sure everyone knows his work and explain it well.• After that, we saw the rubric for presentation 1 to make sure that we had everything that needed for the presentation.	Room 120
6:30 pm to end	Plan for next meeting <ul style="list-style-type: none">• Looking forward for tasks for individual analysis.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation 1	Team	06/28/18	06/28/18
Background and Preliminary Report	Team	06/27/18	06/27/18

Next formal meeting: 06/28/2018, Engineering Building, at 6:00pm