

MEETING MINUTES

Topic: Project Requirements

Thursday, June 28, 2018

6:00 pm – 7:30pm

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.

6:00 pm – 7:00 pm	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• Each one did his work for the team memo for the analytical analyses team memo.• Make sure that everyone is good for his task.	Room 120
7:00 pm – 7:15pm	<ul style="list-style-type: none">• We finished our memo and see we have everything by followed the rubric.	Room 120
7:15pm to end	Plan for next meeting <ul style="list-style-type: none">• We got plan work to do presentation 2.	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Analytical Analyses I Team Memo	Team	07/04/18	07/04/18

Next formal meeting: 07/05/2018, Engineering Building, at 6:00pm