

# MEETING MINUTES

## Topic: Project Requirements

**Date:** Wednesday, SEP, 5, 2018

**Time:** 8:00 pm –9:00pm

**Location:** Engineering Building,  
Internet cafe

**Minutes recorded by** Waleed Almutairi

**Meeting called by** Kaled Aleweehan

**Attendees:** Kaled Aleweehan, Omer Alotaibi, Abdullah Ben Gheyam, Waleed Almutairi, Abdullah Almutairi .

**Please bring:** computers

Table 1. Record of meeting.

<b>8:00 pm to 8:45 pm</b>	<b>Discussion of assignments/ tasks due</b> <ul style="list-style-type: none"><li>- Discussion lead by Kaled Aleweehan</li><li>- We updated our website .</li><li>- We were preparing for the Progress Presentation .</li><li>- We looked at many websites to see where can we order our parts.</li></ul>	Engineering Bldg, internet cafe
<b>8:45 pm to 9:00 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>- Check our website</li><li>- We divided the work for Presentation.</li></ul>	Engineering Bldg, internet cafe

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Website check	Team	9/14/18	9/13/2018

**Next formal meeting: 09/07/2018,Engineering Building, at 7:00pm.**