MEETING MINUTES

Topic: Project Requirements

Tuesday, Sept 11th, 2018
7:00 pm – 7:45pm

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.

7:00 pm – 7:30 pm	• Discussion led by Kaled Aleweehan. • The team discussed about the idea that the team got from our client. • The team analyzed the difference between the two ideas that were discussed with our client. • The team studied how they can apply the idea in the project.	Engineering Lobby
7:30 to the end	• For next meeting, The team will be looking for the individual analyses.	Engineering Lobby

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Website Check I	Team	09/14/2018	09/14/2018
Progress Presentation	Team	09/17/2018	09/16/2018

The next meeting will be held on 09/14/2018 at 8:00 pm in the Engineering Building.