

# MEETING MINUTES

**Tuesday, Sept 14th, 2018**

**8:00 pm – 8:45pm**

**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.**

<b>8:00 pm – 8:30 pm</b>	<ul style="list-style-type: none"><li>• Discussion led by Kaled Aleweehan.</li><li>• The team discussed about the individual analyses that will apply benefits to our project.</li><li>• The team practiced the progress presentation since it has been delayed to 09/17/18.</li></ul>	Engineering Lobby
<b>8:30 to the end</b>	<ul style="list-style-type: none"><li>• For next meeting, the team will prepare a memo with our individual analysis tasks to send it to our Client to get the approval.</li></ul>	Engineering Lobby

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
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 09/18/2018 at 7:00 pm in the Engineering Building.**