

MEETING MINUTES

Tuesday, Sept 7th, 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	<ul style="list-style-type: none">• Discussion led by Kaled Aleweehan.• The team divided the presentation slides between the team members.• The team practiced the presentation.	Engineering Lobby
7:30 to the end	<ul style="list-style-type: none">• For next meeting, the team will discuss about the ideas we got from our client this morning.	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 09/11/2018 at 7:00 pm in the Engineering Building.