

# MEETING MINUTES

Topic: UGRADS

**Monday, April 16<sup>th</sup>, 2018**

**8:00 pm – 9:00 pm**

**Minutes recorded by** Yousef Alazmi

**Meeting called by** Eisa Almutairi

**Attendees:** Yousef Alazmi, Zaid Almutairi, Dhari Alshammari and Eisa Almutairi

**Table 1. Record of meeting.**

<b>8:00 pm to 8:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>The purpose of this meeting is to prepare for UGRADS presentation</li></ul>	internet café/ Engineering Building
<b>8:10 pm to 8:30 pm</b>	<b>Discuss UGRADS presentation</b> <ul style="list-style-type: none"><li>The team discussed how to divide the slides among them.</li><li>Team made modifications to slides based on the comments they received during practice presentation.</li></ul>	internet café/ Engineering Building
<b>8:30 pm to 8:55</b>	<b>Continue ~ discussion of the UGRADS presentation</b> <ul style="list-style-type: none"><li>The team decided that each member will present the same parts, they presented during the practice presentation.</li><li>The team decided to meet on Thursday prior to the presentation on Friday to practice the presentation and make sure they can finish the presentation within the required time.</li></ul>	internet café/ Engineering Building
<b>8:55 pm to 9:00 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>The team decided to hold their following staff meeting on April 23rd.</li></ul>	internet café/ Engineering Building

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Practice and prepare slides for UGRADS	Eisa Almutairi	By next meeting	April 23rd · 2018
Practice and prepare slides for UGRADS	Zaid Almutairi	By next meeting	April 23rd · 2018
Practice and prepare slides for UGRADS	Dhari Alshammari	By next meeting	April 23rd · 2018
Practice and prepare slides for UGRADS	Yousef Alazmi	By next meeting	April 23rd · 2018

**Next formal meeting: April 23rd, internet cafe, Engineering Building**