MEETING MINUTES

Topic: Staff meeting - Website check #2

Monday, March 19th
8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Zaid Almutairi

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

Table 1. Record of meeting.

8:00 pm to 8:10 pm	**Begin Meeting** • The purpose of this meeting is to update the website for the website check #2.	internet café/ Engineering Building
8:10 pm to 8:30 pm	**Discussion of Updating Website** • Dhari is mainly responsible for updating the website by uploading the meeting minutes as well as uploading the midpoint presentation and hardware review #2.	internet café/ Engineering Building
8:30 pm to 8:55	**Continue ~ Discussion of Updating Website** • Yousef will work on organizing the meeting minutes so that Dhari can upload them on the website. • Zaid and Eisa will help Dhari updating the website. • Team members will work individually on preparing the peer evaluation forms before the deadline.	internet café/ Engineering Building
8:55 pm to 9:00 pm	**Plan for the Next Meeting** • The team decided to hold their following meeting on March 26th after spring break to start preparing for the poster.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Help Dhari updating the website	Eisa Almutairi	By next meeting	March 26th
Help Dhari updating the website	Zaid Almutairi	By next meeting	March 26th
Update the website	Dhari Alshammari	By next meeting	March 26th
Organize meeting minutes to be uploaded on the website	Yousef Alazmi	By next meeting	March 26th

Next formal meeting: March 26th internet cafe, Engineering Building