

# MEETING MINUTES

## Topic: Prepare for final report and UGRADS

Monday, April 23, 2018

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Dhari Alshammari

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 team decided to meet to continue preparing for UGRADS presentation and start preparing for final report.</li></ul>	internet café/ Engineering Building
<b>8:10 pm to 8:30 pm</b>	<b>Discuss UGRADS</b> <ul style="list-style-type: none"><li>Team practiced for UGRADS presentation during this time.</li><li>Team members decided to meet again to perform another practice presentation before UGRADS, as they felt their performance was not sufficient.</li></ul>	internet café/ Engineering Building
<b>8:30 pm to 8:55</b>	<b>Discuss final report</b> <ul style="list-style-type: none"><li>The team decided to start working on preparing the final report, once they get done with UGRADS presentation.</li><li>The team decided to improve their previous report by working mainly on grammar and by expanding on summary.</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 meeting on April 30th.</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>
Keep practicing for UGRADS and start working on improving grammar of final report.	Eisa Almutairi	By next meeting	April 30 <sup>th</sup> · 2018
Keep practicing for UGRADS and start working on expanding the summary section of final report.	Zaid Almutairi	By next meeting	April 30 <sup>th</sup> · 2018
Keep practicing for UGRADS and start working on expanding the summary section of final report.	Dhari Alshammari	By next meeting	April 30 <sup>th</sup> · 2018
Keep practicing for UGRADS and start working on improving grammar of final report.	Yousef Alazmi	By next meeting	April 30 <sup>th</sup> · 2018

**Next formal meeting: April 30<sup>th</sup> , internet cafe, Engineering Building**