

# MEETING MINUTES

## Topic: Final Product

Monday, April 2<sup>nd</sup>, 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 get prepared for the final product testing proof.</li></ul>	internet café/ Engineering Building
<b>8:10 pm to 8:30 pm</b>	<b>Discuss final product</b> <ul style="list-style-type: none"><li>The team discussed the design of their final product and what they need to get done to make sure they are ready for the testing day of the final product.</li></ul>	internet café/ Engineering Building
<b>8:30 pm to 8:55</b>	<b>Continue ~ discussion of final product</b> <ul style="list-style-type: none"><li>The team continued their discussion of improving the final product.</li><li>The product is ready to be tested, the team only decided to work on the aesthetics of the product by adding logo of NAU on it to make it look professional.</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 9<sup>th</sup>.</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>
Work on final product preparation for testing	Eisa Almutairi	By next meeting	April 9 <sup>th</sup> , 2018
Work on final product preparation for testing	Zaid Almutairi	By next meeting	April 9 <sup>th</sup> , 2018
Work on final product preparation for testing	Dhari Alshammari	By next meeting	April 9 <sup>th</sup> , 2018
Work on final product preparation for testing	Yousef Alazmi	By next meeting	April 9 <sup>th</sup> , 2018

**Next formal meeting: April 9 th , internet cafe, Engineering Building**