

MEETING MINUTES

Topic: Start of the Semester

Monday, January 16th 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.

8:00 pm to 8:10 pm	Begin Meeting <ul style="list-style-type: none">The team discussed the goal of the meeting, which is getting ready for the second part of the project in ME486.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discussion of The plan for the Second Part of Project <ul style="list-style-type: none">Team members discussed their availability during the semester for future meetings.Team members talked about the negative aspects of the project that affected their performance last semester and how to avoid it next semester.	internet café/ Engineering Building
8:30 pm to 8:55	Continue ~ the plan for the Second Part of Project <ul style="list-style-type: none">The team decided to create a schedule and each member has to fill in all of his availability times.Since some team members have not decided on the classes they are taking, the team decided to give themselves a week to report their available times for other members.Team members decided to work harder in ME486, to have a better performance.	internet café/ Engineering Building
8:55 pm to 9:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">The next meeting will be held on January 22nd at the internet café in Engineering Building	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Report available times for meetings to other team members.	Eisa Almutairi	By next meeting	January 22 nd
Report available times for meetings to other team members.	Zaid Almutairi	By next meeting	January 22 nd
Report available times for meetings to other team members.	Dhari Alshammari	By next meeting	January 22 nd
Report available times for meetings to other team members.	Yousef Alazmi	By next meeting	January 22 nd

Next formal meeting: January 22nd, internet cafe, Engineering Building