

MEETING MINUTES

Topic: Team roles

Monday, January 22nd 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.

| | | |
|---------------------------|---|--|
| 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 dividing the roles for ME 486. | internet café/ Engineering Building |
| 8:10 pm to 8:30 pm | Discussion of the team roles <ul style="list-style-type: none">Team members discussed how they will proceed in the second part of the project.The team members divided roles among them for the rest of the semester. | internet café/ Engineering Building |
| 8:30 pm to 8:55 | Continue ~ the team roles <ul style="list-style-type: none">The team decided that Yousef and Dhari will be mainly responsible for documentation.The main roles of Eisa and Zaid will be working on the final design. | 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 29th at the internet café in Engineering Building | internet café/ Engineering Building |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|----------------------|------------------------|-----------------|----------------------|
| Work on Final design | Eisa Almutairi | By next meeting | January 29th |
| Work on Final design | Zaid Almutairi | By next meeting | January 29th |
| Update Website | Dhari Alshammari | By next meeting | January 29th |
| Work on Final design | Yousef Alazmi | By next meeting | January 29th |

Next formal meeting: January 29th, internet cafe, Engineering Building