

MEETING MINUTES

Topic: Next Staff Meeting

Monday, November 13th 2017

5:00 pm – 6:00 pm

Minutes recorded by Dhari Alshammari

Meeting called by Zaid Almutairi

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

Table 1. Record of meeting.

5:00 pm to 5:10 pm	Begin Meeting <ul style="list-style-type: none">• Team started with a discussion on how they are performing.• Team members started looking into the previous team minutes to make sure every team member are doing their tasks.	internet café/ Engineering Building
5:10 pm to 5:30 pm	Discussion of future work <ul style="list-style-type: none">• The team planned on working on future assignments.• The team decided to improve their performance by having additional meetings during the week.• The team also decided on starting assignments as early as possible to provide enough time for assignments to get completed.	internet café/ Engineering Building
5:30 pm to 5:55	Continue ~ Discussion of future work <ul style="list-style-type: none">• Team members planned on updating their progress for the following staff meeting.	internet café/ Engineering Building
5:55 pm to 6:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">• The next meeting will be held on Monday, November 20th.• The meeting will be held in the internet café at the engineering building.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare for next staff meeting	Eisa Almutairi	By next meeting	November 20 th
Prepare for next staff meeting	Zaid Almutairi	By next meeting	November 20 th
Prepare for next staff meeting	Dhari Alshammari	By next meeting	November 20 th
Prepare for next staff meeting	Yousef Alazmi	By next meeting	November 20 th

Next formal meeting: November 20th, internet cafe, Engineering Building