

MEETING MINUTES

Topic: Next Staff Meeting

Monday, November 27th 2017

5:00 pm – 6:00 pm

Minutes recorded by Yousef Alazmi

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">The team discussed the reason for the meeting which is working on completing the final proposal for submission.	internet café/ Engineering Building
5:10 pm to 5:30 pm	Discussion of Final proposal revision <ul style="list-style-type: none">Team planned on editing the final proposal based on the feedback received.Team will go over the provided feedback carefully, to make sure they meet expectations for final proposal.	internet café/ Engineering Building
5:30 pm to 5:55	Continue ~ Discussion of Final proposal revision <ul style="list-style-type: none">Each team member is responsible for fixing their parts in the report.All team members are expected to bring their final sections of the proposal to next meeting for editing and revising.One team member will be responsible for making the writing tone of the report the same	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 December 4th at the internet café in Engineering Building	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on revising final proposal	Eisa Almutairi	By next meeting	December 4 th
Work on revising final proposal	Zaid Almutairi	By next meeting	December 4 th
Work on revising final proposal	Dhari Alshammari	By next meeting	December 4 th
Work on revising final proposal	Yousef Alazmi	By next meeting	December 4 th

Next formal meeting: December 4th, internet cafe, Engineering Building