

MEETING MINUTES

Topic: Next Staff Meeting

Monday, November 6th 2017

5:00 pm – 6:00 pm

Minutes recorded by Eisa Almutairi

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">In this meeting the team worked on finalizing the final proposal for submission.	internet café/ Engineering Building
5:10 pm to 5:30 pm	Discussion of work for Final Proposal <ul style="list-style-type: none">In this part of the meeting, the whole team shared all their sections of the proposal and combined them into one document.Team started editing the report for final submission.	internet café/ Engineering Building
5:30 pm to 5:55	Continue discussing the work of Final Proposal <ul style="list-style-type: none">In this part of the meeting, the team continued editing the report.Since each team member was responsible for a particular section in the report, the tone of the proposal was not the same.The team decided that one team member needs to edit the whole proposal and make it flow more easily.	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 13th.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
Edit the final proposal report	Eisa Almutairi	By next meeting	November 13 th
Edit the final proposal report	Zaid Almutairi	By next meeting	November 13 th
Edit the final proposal report	Dhari Alshammari	By next meeting	November 13 th
Edit the final proposal report	Yousef Alazmi	By next meeting	November 13 th

Next formal meeting: November 13th, internet cafe, Engineering Building