

# MEETING MINUTES

## Topic: Next Staff Meeting

Monday, October, 23<sup>rd</sup> 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.

<b>5:00 pm to 5:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>There are two main topics to be discussed in this meeting which are: discussing the final research conducted by each of the four team members, as well as start preparing for the final proposal report.</li></ul>	internet café/ Engineering Building
<b>5:10 pm to 5:30 pm</b>	<b>Discussion of Research</b> <ul style="list-style-type: none"><li>In this part of the meeting each of the team members shared their detailed research needed to complete the background information portion of this project.</li></ul>	internet café/ Engineering Building
<b>5:30 pm to 5:55</b>	<b>Discussion of Next Assignments</b> <ul style="list-style-type: none"><li>In this part of the meeting, the team members talked about the requirements for the final proposal and decided to divide the report among themselves, and combine all sections at the end.</li></ul>	internet café/ Engineering Building
<b>5:55 pm to 6:00 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>The next meeting will be held on Monday, October 30<sup>th</sup>.</li><li>The meeting will be held in the internet café at the engineering building. Team members are expected to have some parts of the proposal completed by next meeting.</li></ul>	internet café/ Engineering Building

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Write about the different designs considered in the project.	Eisa Almutairi	By next meeting	October 23 <sup>rd</sup> .
Write about the current existing designs	Zaid Almutairi	By next meeting	October 23 <sup>rd</sup> .
Write about the requirements including customer and engineering requirements.	Dhari Alshammari	By next meeting	October 23 <sup>rd</sup> .
Write about the project background and selected designs,	Yousef Alazmi	By next meeting	October 23 <sup>rd</sup> .

**Next formal meeting: October 30<sup>th</sup> , internet cafe, Engineering Building**