

MEETING MINUTES

Topic: Project Discussion

Sunday, October 01, 2017

12:00 pm – 1:00 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.

12:00 pm to 12:05 pm	Begin Meeting <ul style="list-style-type: none">• The started the meeting with little discussion about the sketches that each one of the group did before this meeting.• Also Zaid reviewed the previous team meeting minutes to the team, to make sure everyone is one track.• Dhari did the website and he did the lunching for the website• Some ideas were proposed about how things will be going in this meeting.	Internet cafe
12:05 pm to 12:30 pm	Discussion about the Project <ul style="list-style-type: none">- The team decided to review each one of these sketches toward making sure which one will fit for our project.- Also Some demonstrations were given by some of the team members about the possibility of making another sketches that might help toward finishing our design.	Internet cafe
12:30 pm to 12:40	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- The team is decided to work on the next assignments, including the next report deadline.- Some of the team members will assigned to do some of the report parts.- These parts should be done before the deadline of the report which is next Friday.- Also the team should be on track with the next actions that might happen to the team.	Internet cafe
12:40 pm to 1:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">• Next meeting will be held in the next Saturday.• In the next meetings, the team should be ready to discuss the final selected sketches for our project.• Also this meeting will be in the same place which is Internet café.	Internet cafe

	<ul style="list-style-type: none">• Action Items:<ul style="list-style-type: none">- Zaid Almutairi<ul style="list-style-type: none">• Keep on touch with the clint• Researches about our project- Dhari Alshammari<ul style="list-style-type: none">• Researches about our design• Updating the website- Eisa Almutairi<ul style="list-style-type: none">• Researches about our project• Start doing the indivial assignment- Yousef Alazmi<ul style="list-style-type: none">• Research about our project• Managing the next meeting	
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Next formal meeting: 10/21/16, internet cafe, Engineering Building, at 12:30pm.