

MEETING MINUTES

Topic: Next Staff Meeting

Monday, October, 9nd 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	<p>Begin Meeting</p> <ul style="list-style-type: none"> We started this meeting with reviewing the feedback that we got for our previous assignments. Also we decided to work on our staff meeting throughout this meeting to get an idea about how are going to do in this staff meeting. 	Internet cafe
5:10 pm to 5:30 pm	<p>Discussion of Staff Meeting</p> <ul style="list-style-type: none"> Our few steps in the previous weeks, were little bit not that great, also we are going to improve our self about how we could explain our ideas to Dr Sarah. In the next staff meeting we should be able to answers every single questions that might be given from our instructor to make things clear to our instructor. 	Internet cafe
5:30 pm to 5:55	<p>Discuss Next Assignments</p> <ul style="list-style-type: none"> We have to get a step forward, so we decide to make sure everyone has an idea about the next assignment which is about the individual analysis that was related to our engineering requirements. After we could our approvals from our instructor we will be working on the next assignment immediately. 	Internet cafe
5:55 pm to 6:00 pm	<p>Plan for the Next Meeting</p> <ul style="list-style-type: none"> The next meeting will be announcing by our project manager. Also each team member should be ready for an urgent meeting after the staff meeting to discuss the feedback that will be given from our instructor. 	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Do more researches about the project	Eisa Almutairi	By next meeting	
Do more researches about the project	Zaid Almutairi	By next meeting	
Do more researches about the project	Dhari Alshammari	By next meeting	
Do more researches about the project	Yousef Alazmi	By next meeting	

Next formal meeting: TBA of October, internet cafe, Engineering Building