

MEETING MINUTES

Topic: Next Staff Meeting

Monday, October, 30th 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 each of the team members brought with them what they wrote for the final proposal to discuss it with each other and talk about the additional work to be completed.	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, Yousef shared with the team members what he wrote about in the introduction and project description parts.Dhari explained what he wrote in the customer requirements part.	internet café/ Engineering Building
5:30 pm to 5:55	Continue discussing the work of Final Proposal <ul style="list-style-type: none">Eisa explained the first two designs he wrote about in the final proposal report.Zaid shared with the other team members what he wrote about in the current existing designs.Team members put their insights and input on what they have at this point in the final proposal document and decided to move forward in writing the report, to allow for time to proofread the document and edit it for final submission.	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 6th.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
Write about the rest of the project designs.	Eisa Almutairi	By next meeting	November, 6 th
Edit the portion of the current designs and expand on it	Zaid Almutairi	By next meeting	November, 6 th
Fix the customer requirements portion as discussed by team members and start writing about the engineering requirements.	Dhari Alshammari	By next meeting	November, 6 th
Expand on the selected design part.	Yousef Alazmi	By next meeting	November, 6 th

Next formal meeting: November 6th, internet cafe, Engineering Building