

# MEETING MINUTES

## Topic: Sketches

Tuesday, September, 13 2017

4:00 pm – 5:00 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>4:00 pm to 4:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>This meeting started with some demonstrations of the sketches that were done by each team member.</li><li>Also we have reviewed the most important points that will be taken in the next few weeks.</li></ul>	Internet cafe
<b>4:10 pm to 4:30 pm</b>	<b>Discussion of Sketches</b> <ul style="list-style-type: none"><li>Some of the sketches have a great demonstration, and also by describing everything of these sketches.</li><li>Some of the sketches have a great ideas that might help us in the next few weeks, about how we could manage our design.</li></ul>	Internet cafe
<b>4:30 pm to 4:55</b>	<b>Discuss Next Assignments</b> <ul style="list-style-type: none"><li>Our next few steps will be about how we could divide the work between the team members evenly.</li><li>Some will be responsible of the first part of the report, and some will be doing the editing part of the report.</li><li>From the next meeting we will be started on our report and the remaining assignments.</li></ul>	Internet cafe
<b>4:55 pm to 5:00 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>Next meeting will be held in the same place, but the time might be changed depending on the conflict time that might happen to the team members.</li><li>Everyone should be prepared to work in his part for the report.</li></ul>	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Do more researches about the designs	Eisa Almutairi	By next meeting	
Checking the possible sketches	Zaid Almutairi	By next meeting	
Contact our client	Dhari Alshammari	By next meeting	
Manage the team meetings	Yousef Alazmi	By next meeting	

**Next formal meeting: TBA, internet cafe, Engineering Building**