

MEETING MINUTES

Topic: Background and Preliminary Report

Tuesday, September, 26 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	Begin Meeting <ul style="list-style-type: none">• The team started this meeting with a review of the next assignment which is "the background report".• In this meeting we are going to manage how we are going to finalize the report by next week.• Also we will divide the work between each team member.	Internet cafe
5:10 pm to 5:30 pm	Discussion of Report <ul style="list-style-type: none">- Our report will have many different sections, and every member should be responsible for his own part.- We proposed different sections and some of the team members preferred to do a specific section because of their strengths on it, so on so far.- By the next meeting these sections should be ready to go over them.- Also we are going to use google doc in this case to make things easier.	Internet cafe
5:30 pm to 5:55	Discuss Next Assignments <ul style="list-style-type: none">- The team is going to find another time to work more for our first presentation and how we are going to do it.- Our next presentation should include everything that might help the audience to understand what we are talking about.	Internet cafe
5:55 pm to 6:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">• Our next meeting will be in the next Monday which is 2nd of October, to practice for our first presentation as well as working on the report.• We will have 2 major assignments that must be done by next week.	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Find a potential time for an extra meeting in case	Eisa Almutairi	By next meeting	
Manage the conflicts for the team	Zaid Almutairi	By next meeting	
Inform us of any updates	Dhari Alshammari	By next meeting	
Work more on the team meetings	Yousef Alazmi	By next meeting	

Next formal meeting: 2nd of Octbor, internet cafe, Engineering Building