

MEETING MINUTES

Topic: Presentation

Friday, September, 29th 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 decided to go through the presentation requirements, and each one will be responsible for a specific section.In this meeting we will go through the presentation in detail.	Internet cafe
5:10 pm to 5:30 pm	Discussion of Presentation <ul style="list-style-type: none">Our presentation must be recorded each time we do practice for it.We will have a brief summary about our project.Also we will describe our background information for the audience to give them an idea about what we are doing in this next few weeks for the processing of our final design.	Internet cafe
5:30 pm to 5:55	Discuss Next Assignments <ul style="list-style-type: none">We will be working for our next assignments by reviewing the schedule and how things will be done in the next few weeks.As soon as we get our feedback for the presentation we will be working on how we could manage things.	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 for the practice more and more for the first presentation.We might an extra meeting that will be depending on the schedule of our team members and that will be determined by our project manager	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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Practice	Eisa Almutairi	By next meeting	
Practice	Zaid Almutairi	By next meeting	
Practice	Dhari Alshammari	By next meeting	
Practice	Yousef Alazmi	By next meeting	

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