

# MEETING MINUTES

## Topic: Staff Meeting 1

Tuesday, September, 5 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>The team started the meeting at 4:00pm, everyone was on time for this meeting.</li> <li>The meeting recorder started to review the most important points that we are going to do in this meeting.</li> </ul>	Internet cafe
<b>4:10 pm to 4:30 pm</b>	<b>Discussion of Staff Meeting</b> <ul style="list-style-type: none"> <li>Everyone will be responsible of making 5 different sketches that would help us toward achieving our final design, starting from the next meeting.</li> <li>Each one of these sketches should include description on it, about how it would feel if you are a blind.</li> </ul>	Internet cafe
<b>4:30 pm to 4:55</b>	<b>Discuss Next Assignments</b> <ul style="list-style-type: none"> <li>In the next few days we are going to manage these sketches toward our next staff meeting to propose each one of these sketches.</li> <li>Also we are going to include them in our first report, which is the background report.</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>Our next meeting will be in in the same place, and the time would be the same as well.</li> <li>Each one of the team member should be prepared to propose his own sketch to finalize the decision matrix.</li> </ul>	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
5 sketches	Eisa Almutairi	By next meeting	

5 sketches	Zaid Almutairi	By next meeting	
5 sketches	Dhari Alshammari	By next meeting	
5 sketches	Yousef Alazmi	By next meeting	

**Next formal meeting: 09/12/2017, internet cafe, Engineering Building**