MEETING MINUTES

Topic: Hardware review

Monday, February 5th 2018
8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Eisa Almutairi

Attendees: Yousef Alazmi**,** Zaid Almutairi, Dhari Alshammari and Eisa Almutairi

Table 1. Record of meeting.

8:00 pm to 8:10 pm	**Begin Meeting** • The purpose of this meeting is to prepare for Hardware review 1.	internet café/ Engineering Building
8:10 pm to 8:30 pm	**Discuss Hardware review 1** • Team decided to divide the roles between them so, that each team member is responsible for one part in the hardware review assignment • Team decided that there will be mainly five roles which include, managing the machine shop, updating the website, recording meeting minutes, working on the budget of the project and updating the client with the up to date information.	internet café/ Engineering Building
8:30 pm to 8:55	**Continue ~ discussion of Hardware review 1** • Team decided to divide the roles between them as follows: Yousef and Dhari need to work on the machine shop and keep meeting minutes and website updated. • Eisa and Zaid need to work on the machine shop, the budget and contact the client with the progress of the project.	internet café/ Engineering Building
8:55 pm to 9:00 pm	**Plan for the Next Meeting** • Next meeting the team will meet to evaluate the progress of each team member in their assigned tasks.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on project budget	Eisa Almutairi	By next meeting	February 12th
Work on machine shop and website	Zaid Almutairi	By next meeting	February 12th
Work on website	Dhari Alshammari	By next meeting	February 12th
Work on machine shop	Yousef Alazmi	By next meeting	February 12th

Next formal meeting: February 12th, internet cafe, Engineering Building