

MEETING MINUTES

Topic: Project Progress

Monday, March 26, 2018

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Dhari Alshammari

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

Table 1. Record of meeting.

8:00 pm to 8:10 pm	Begin Meeting <ul style="list-style-type: none">The team decided to meet after spring break to prepare for poster presentation and assessment manual.	internet café/ Engineering Building
8:10 pm to 8:30 pm	Discuss Poster presentation preparation <ul style="list-style-type: none">Team decided to divide roles among them to get the poster prepared.A file will be uploaded on google drive and each member will input their parts in the file to get the poster done.	internet café/ Engineering Building
8:30 pm to 8:55	Continue ~ discussion of Poster presentation preparation <ul style="list-style-type: none">Yousef will be responsible for the introduction and purpose of research parts.Dhari will be responsible for requirements and concepts.Eisa will be responsible for writing about final concepts and final product. Zaid will be responsible for the conclusion, acknowledgement parts, as well as making the layout and font consistent of the whole document.	internet café/ Engineering Building
8:55 pm to 9:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">The team decided to hold their following meeting on April 2nd.	internet café/ Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Work on poster presentation preparation	Eisa Almutairi	By next meeting	April 2 nd , 2018
Work on poster presentation preparation	Zaid Almutairi	By next meeting	April 2 nd , 2018
Work on poster presentation preparation	Dhari Alshammari	By next meeting	April 2 nd , 2018
Work on poster presentation preparation	Yousef Alazmi	By next meeting	April 2 nd , 2018

Next formal meeting: April 2nd , internet cafe, Engineering Building