

MEETING MINUTES Topic: Final Proposal

Nov 4, 2017 07:00 pm – 10:00 pm

Minutes recorded by: Taha Alansari

Meeting called by: Abdullah Ali Almutairi

Attendees: All the group were attended

Executive Summary

In this minute, we are discussion about Final Proposal. For the Final Proposal, we have discussed about writing the final proposal, and how we will separate the its work between each member of the group.

07:00 pm to 07:30 pm	Begin Meeting <ul style="list-style-type: none">- The group reviewed the first proposal- The group read the TA comments and discuss it	ENG-108
07:30 pm to 9:30 pm	Manage the work <p>The first thing that each member did is reviewing the first proposal to avoid the mistakes that the team got. Then, the team decided to separate the report parts between each member of the team, so the group can finish the work faster and better. Also, the group added some parts on the preliminary report. The group tried to take off the plagiarism parts as much as they can.</p> <p>The Parts were separated between the group as:</p> <p>Abdullah Ali:</p> <ul style="list-style-type: none">- Disclaimer- Executive summary <p>Taha Alansari:</p> <ul style="list-style-type: none">- Requirements- Existing design <p>Mohammad Alkatan</p> <ul style="list-style-type: none">- Design considered <p>Abdullah Almutairi</p> <ul style="list-style-type: none">- Design selected- Background <p>Yousef Alqatan</p> <ul style="list-style-type: none">- Proposed design	ENG-108

9:30 pm to 10:00 pm	Plan for the Next Meeting - Next Meeting will be in Nov 15, 2017 - The Team will work on the Analytic Analysis 2 – Team memo	ENG-108
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<p>🕒 Action Items:</p> <ul style="list-style-type: none"> • - Taha Alansari <ul style="list-style-type: none"> ○ 🕒 Update the website ○ 🕒 Do more researches ○ Work on the Final Proposal • - Abdullah Ali Almutairi <ul style="list-style-type: none"> ○ Do more researches ○ Work on the final proposal • - Abdullah Almutairi <ul style="list-style-type: none"> ○ Do more researches ○ Work on the final proposal • - Mohammad Alkatan <ul style="list-style-type: none"> ○ Do more researches ○ Work on the final proposal • - Yousef Alkatan <ul style="list-style-type: none"> ○ Do more researches ○ Work on the final proposal
