

day	date	time	subject
Monday	01/22/2018	7:00 pm to 9:40 pm	<p>First Meeting group:- In the first meeting group member introduced themselves. Then start to discuss about project team charter. That project divided by 7 sections. Group member decided to be project manager Salem Alharban. Then team decided to divided work as Faiez Alazmi Document Manager , Abdullah Ben Ghayam Budget Liaison, Ahmed Mnaei Client Contact, Abdulrahman Alazemi Website Developer. Also , They choose roles that must to follow it to keep work clearly. In the end of every meeting they have to do moment of honest.</p>
Tuesday	01/23/2018	4:15 pm to 4:40 pm	<p>Meeting group with Professor Sarah Oman:- In the beginning Professor Sarah start to talk about chapters group have to read it. Chapter 1.1, 1.2 and 1.3. Project does not have original system. Then start to talk about Chapter 2.1, 2.2 and</p>

			<i>2.4.Group have to focus in 2.1 and2.2 in those days instate of 2.4 in the end start to explain about what group have to read in Chapter 3.</i>
<i>Wedne sday</i>	<i>01/24/2018</i>	<i>12:10 pm to 5:30 pm</i>	<i>complete project team charter:- Team member have meeting to complete there work from last meeting.Also , they have to complete reading chapters. For the chapters reading Ahmed Mnaie choose to be responsible about chapter one.While Faiez and Abdulrahman are responsible about chapter two.For The Third chapter Salem and Abdulllah are responsible about it.</i>
<i>Friday</i>	<i>2/2/2018</i>	<i>7:46 pm to 9:10 pm</i>	<i>The team gather up to work on first presentation also to get the latest update of each member process,at the end the team decided to meet up again on Sunday the 4th of Feb.</i>
<i>Sunday</i>	<i>02/04/2018</i>	<i>7:00 pm to 7:30 pm</i>	<i>In group meeting today.Group have to show each one what they complete for presentation.In the begin of group meeting Salem talk about his part genn chart and explain</i>

			<p><i>what he did in it. Then Faiez and Abdurahman talk about customer need and engineering requirement but they did not complete yet because it need more information. Group decided to meet Professor Oman to check what presentation need to complete it. Abdullah told group about what he got for his part Building Sustainability Ratings. He explain to group what are Platinum ,Gold and Silver building. Then group decided to be next meeting have more information and complete it.</i></p>
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Monday	02/05/2018	7:00 pm to 7:30 pm	<p>In this meeting team have to explain who is the customer and users. For example in project NAU will be customer and users will be student , employee and visitors. NAU need something maintenance but users need something comfortable. For our presentation 1 Salem talk to professor Oman. Comment for presentation 1 must have reference. Ghan chart will be change in future. From customer need we will get House of Quilty.</p>
Thursday	02/22/2018	4:20 pm to 4:40 pm	

Sunday	02/25/2018	7:00 pm to 7:30 pm	<p>Meeting after presentation</p> <p>First of all team meeting to get feedback for the presentation then talk about Presentation two.</p> <p>Abdullrahman swap with Salem there work. Team decided to work in Student Academic Service Building. Team will send an email for our client to discuss about data for SAS building.</p>
Monday	3/5/2018	7:00pm to 8:30	<p>In this meeting we have looked for the presentation rubric 2, then we have add and fixed the member's slides. Team members have done practice to preparing for the presentation 2.</p>
Monday	3/12/2018	12:00 pm to 1:00	<p>One of the team members has meet with our client, it was about the memo for the individual analyzing. Our client gave us five differents parts to work on it. Each members on the group should work on one of the these parts</p>
Wednesd ay	3/14/2018	7:00pm to 8:30	<p>In this meeting, we have divided the five parts that our client recommended us to work on it. Abdullah took researching about Window and insulation in the SAS building, Salem took HVAC system, Abdulrahman took Lighting, Faiez took Scheduled and Ahmed took</p>

Manday	03/26/2018	7:00pm to 8:00pm	Team have this meeting after spring break. In this meeting team talk what will do for the half of the semester. Team check the website II they discuss what team have to do and what it is missing to complete it.
Monday	04/02/2018	7:00pm to 8:00pm	Meeting today to discuss about Individual Analytical Analysis. Each one in the team have to show what he did and what does he missing before the deadline.
Monday	04/09/2018	7:00 pm to 8:00 pm	In this meeting team talking about next week presentation and preparing for it. In this presentation team have to complete their work as eQuest CAD and Alerton CAD.
Monday	04/16/2018	7:00pm to 8:00 pm	Team today coming to complete their presentation and practice. Also they are working for next week for final report.
Monday	04/23/2018	7:00pm to 8:00 pm	Meeting is about what team did for final report. Do they are following rubric for final report and do they are following the comments from Dr, Oman and

			TA,Jeremy.Also team still learning about equest program for final CAD.
Monday	04/30/2018	7:00pm to 8:00pm	In this meeting team discuss