

# MEETING MINUTES

Topic: **Final Proposal Report**

**Date: Sunday, April 22, 2018**

**Time: 4:00 pm – 5:30 pm**

**Location: Engineering Building Rm 120**

**Minutes recorded by     Mohammad Alsaidi**

**Meeting called by                     Bader Alshammari**

**Attendees: Bader Alshammari, Mohammad Alsaidi, Mohammad Alotaibi and Shamlan Alshammari**

**Table 1. Record of meeting.**

<b>4:00 pm to 4:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We discussed why we have meeting</li><li>• We discussed how can we prepare for the final proposal report</li><li>• We gave each members his part in the report</li><li>• Starting the work for the report</li></ul>	<b>Room 120</b>
<b>4:00 pm to 4:50pm</b>	Working on the parts for the report <ul style="list-style-type: none"><li>• Shamlan was in Background and project description</li><li>• Bader was the editor for the last report and was working in the requirements</li><li>• Alsaidi was working in Design considered</li><li>• Alotaibi was working in design selected</li></ul>	<b>Room 120</b>

<b>4:50 pm to 5:00 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"> <li>We planning to have meeting in Thursday April 26<sup>th</sup> to do review for our works</li> </ul>	<b>Room 120</b>
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**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
<b>Bring his works</b>	Bader Alshammari	4/22	Next meeting
<b>Bring his works</b>	Mohammad Alsaïdi	4/22	Next meeting
<b>Bring his works</b>	Mohammad Alotaibi	4/22	Next meeting
<b>Bring his works</b>	Shamlan Alshammari	4/22	Next meeting

**Next formal meeting: 4/26/2018, Engineering Building, at 12:00pm.**