

MEETING MINUTES

Topic: **Prototype**

Date: Sun ,April 29, 2018

Time: 6:00 pm – 8:00 pm

Location: alotibi house

Minutes recorded by **Mohammad Alsaidi**

Meeting called by **Bader Alshammari**

Attendees: **Mohammad Alsaidi, Bader Alshammari, Shmlan Alshammri and Mohammad alotaibi**

Table 1. Record of meeting.

6:00 pm to 6:30 pm	Begin Meeting <ul style="list-style-type: none">• We discussed why we have meeting• We gave each members his part in the prototype• Starting the work for the prototype	house
6:30 pm to 7:50pm	Working on the parts as a team <ul style="list-style-type: none">• Shamlan and Alotaibi went to home dipot to get the parts for the prototype• Bader and Alsaidi was working in create the prototype	houes
7:50 pm to 8:00 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have meeting in Wednesday May 2nd to do review for our works	houes

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
complete his works	Bader Alshammari	4/29	5/2
Complete his works	Mohammad Alsaïdi	4/29	5/2
Complete his works	Mohammad Alotaibi	4/29	5/2
Complete his works	Shamlan Alshammari	4/29	5/2

Next formal meeting: 5/2/2018, Engineering Building, at 6:00pm.