

MEETING MINUTES

Topic: Report Meeting

Date: Saturday, February 17, 2018

Time: 3:00 pm – 4:20 pm

Location: Engineering Building

Minutes recorded by Mohammad Alotaibi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

3:00 pm to 3:30 pm	begin Meeting : <ul style="list-style-type: none">We have met with all members , We discussed about our tasks for the report.We have divided the work for this report.	Engineering Building
3:30 pm to 4:00 pm	Discuss for the report : <ul style="list-style-type: none">We decided to finish our report early, to meet our TA and get some comments about what we did.All members have to finish on time.	Engineering Building
4:00 pm to 4:20 pm	Plan for next meeting : <ul style="list-style-type: none">Our next meeting will be after we meet the TA.We will see the comments and rewrite what we have to fix.	Engineering Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Bugh Chart	Mohammad Alsaidi	Before meeting the TA	N/A

QFD	Bader Alshammari	Before meeting the TA	N/A
Decision Metrix	Shamlan Alshammari	Before meeting the TA	N/A
Sketches advantages / disadvantages	Mohammad Alotaibi	Before meeting the TA	N/A

Next formal meeting: After we meet the TA