

# MEETING MINUTES

## Topic: ME476C Team Meeting

Date: Sunday, February 4<sup>th</sup> , 2018

Time: 5:00 pm – 6:20 pm

Location: Engineering Building Rm 224

Minutes recorded by     **Mohammad Alsaidi**    

Meeting called by             **Bader Alshammari**            

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

Table 1. Record of meeting.

<b>5:00 pm to 5:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We discussed what is the reason for the meeting</li><li>• We discussed how can we prepare for the first presentation</li><li>• We gave each members his part in the presentation</li><li>• Starting the work for each members</li></ul>	<b>Room 224</b>
<b>5:30 pm to 6:15pm</b>	<b>Working on the parts for the presentation</b> <ul style="list-style-type: none"><li>• Shamlan was working in project description</li><li>• Alsaidi was working in background and benchmarking</li><li>• Bader was working in customer requirements an engineering requirements</li><li>• Alotaibi was working in budget and schedule</li></ul>	<b>Room 224</b>
<b>6:15 pm to 6:20 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• We planning to have meeting tomorrow Feb 5<sup>th</sup> to do practice for the presentation</li></ul>	<b>Room 224</b>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
<b>Prepare the slides of the first presentation</b>	Shamlan	2/6	Next meeting
<b>Prepare the slides of the first presentation</b>	Alsaïdi	2/6	Next meeting
<b>Prepare the slides of the first presentation</b>	Bader	2/6	Next meeting
<b>Prepare the slides of the first presentation</b>	Alotaibi	2/6	Next meeting

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