

MEETING MINUTES

Topic: First Meeting

Date: Sunday, January 21, 2018

Time: 3:00 pm – 4:00 pm

Location: Starbucks Cafe

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	First Meeting : <ul style="list-style-type: none">• We started our meeting at 4:00 pm , all the team member were there on time.• The minutes recorded by Bader Alshammari and we were discussing about our Team charter.• We decided to gave each member his technical for this project.• Each member has to get idea about our project and finished 25 sketch by next meeting.	Starbucks Cafe
4:30 pm to 5:00 pm	Discuss for project work and Next assignment : <ul style="list-style-type: none">• We decided to gave Bader Alshammari the group manager , Shamlan Alshammari Client Contact , Mohammad Alsaidi Website Developer and Mohammad Alotaibi the budget holder ,this for our Team charter.• Work has divided between all the member equally.• We discussed to finish each part on time.	Starbucks Cafe

5:00 pm to 5:20 pm	Plan for next meeting : <ul style="list-style-type: none"> • For our next meeting we will see each sketch and pick the top 25. • We will decide when we will meet our client. 	Starbucks Cafe
---------------------------	--	---------------------------

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Bring his ideas and sketch	Mohammad Alsaidi	Next meeting	N/A
Bring his ideas and sketch	Bader Alshammari	Next meeting	N/A
Bring his ideas and sketch	Shamlan Alshammari	Next meeting	N/A
Bring his ideas and sketch	Mohammad Alotaibi	Next meeting	N/A

Next formal meeting: 01/23/2017, Starbucks Cafe