

# MEETING MINUTES

## Topic: Poster & Operation Manual Meeting

Date: Monday, July 23, 2018

Time: 3:30 pm – 5:00 pm

Location: Engineering Building Lobby

Minutes recorded by Mohammad Alsaidi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

|                           |  |              |
|---------------------------|--|--------------|
| <b>3:30 pm to 3:45 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 gave each members his part in the meeting</li><li>• Starting the work for each members</li></ul>  | <b>Lobby</b> |
| <b>3:45 pm to 4:45 pm</b> | <b>Working on the meeting :</b> <ul style="list-style-type: none"><li>• Bader was working on abstract Quality</li><li>• Shamlan was working on Background information and project goals</li><li>• Alotaibi was working on Design approach testing and results</li><li>• Alsaidi was working on Oral &amp; Poster quality</li></ul> | <b>Lobby</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 tomorrow July 24<sup>th</sup> to work on our Operation Manual</li></ul>   | <b>Lobby</b> |

**Table 2. Tasks Assigned.**

| <b>Task</b>             | <b>Person Assigned</b> | <b>Due Date</b> | <b>Date Complete</b> |
|-------------------------|------------------------|-----------------|----------------------|
| <b>Review his works</b> | Bader Alshammari       | 7/24            | 7/24                 |
| <b>Review his works</b> | Shamlan Alshammari     | 7/24            | 7/24                 |
| <b>Review his works</b> | Mohammad Alotaibi      | 7/24            | 7/24                 |
| <b>Review his works</b> | Mohammad Alsaïdi       | 7/24            | 7/24                 |

**Next formal meeting: 7/24/2018, Engineering Building, at 2:00pm.**