

MEETING MINUTES

Topic: Review Midpoint Report

Date: Wednesday, July 4th , 2018

Time: 6:00 pm – 8:00 pm

Location: Alsaiddi apartment

Minutes recorded by **Mohammad Alsaiddi**

Meeting called by **Bader Alshammari**

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

Table 1. Record of meeting.

6:00 pm to 6:20 pm	Begin Meeting : <ul style="list-style-type: none">• We discussed about the reason for the meeting• We discussed how can be ready for report• Each one knows his part on the midpoint report• Starting the work for each members	Alsaiddi apartment
6:20 pm to 4:50pm	Working on the parts for the report : <ul style="list-style-type: none">• We were review Shamlan works which fixing last report comments• We were review bader works Implementation with design changes• We were review alsaiddi works on implementation with second semester• We were review alotaibi works on clarity and conciseness and organization	Alsaiddi apartment
4:50 pm to 5:00 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have have meeting July 8th to work on the midpoint presentation	Alsaiddi apartment

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Review his parts	Bader Alshammari	07/06	07/06
Review his parts	Mohammad alsaidi	07/06	07/06
Review his parts	Shamlan Alshammari	07/06	07/06
Review his parts	Mohammad Alotaibi	07/06	07/06

Next formal meeting: 07/08/2018, Engineering Building, at 3:00pm.