

MEETING MINUTES

Topic: Midpoint Report

Date: Monday, July 2nd, 2018

Time: 4:00 pm – 5:00 pm

Location: Alsaïdi apartment

Minutes recorded by Mohammad Alsaïdi

Meeting called by Bader Alshammari

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

Table 1. Record of meeting.

| | | |
|---------------------------|---|--------------------------|
| 4:00 pm to 4:10 pm | Begin Meeting : <ul style="list-style-type: none">• We discussed about the reason for the meeting• We discussed about the tasks on the report• Each one knows his part on the midpoint report• Starting the work for each members | Alsaïdi apartment |
| 4:10 pm to 4:50pm | Working on the parts for the report : <ul style="list-style-type: none">• Shamlan was working on fixing last report comments• Bader was working on Implementation with design changes• Alsaïdi was working on implementation with second semester• Alotaibi was working with clarity and conciseness and organization | Alsaïdi 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 4th to review each members works | Alsaïdi apartment |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|-------------------------|------------------------|-----------------|----------------------|
| Finish his parts | Bader Alshammari | 07/06 | 07/04 |
| Finish his parts | Mohammad alsaidi | 07/06 | 07/04 |
| Finish his parts | Shamlan Alshammari | 07/06 | 07/04 |
| Finish his parts | Mohammad Alotaibi | 07/06 | 07/04 |

Next formal meeting: 07/04/2018, Engineering Building, at 6:00pm.