

MEETING MINUTES

Topic : Presentation 2 – concept generation

Date: Sunday, March 4th, 2018

Time: 5:00 pm – 6:30 pm

Location: Engineering Building Rm 120

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.

5:00 pm to 5:30 pm	Begin Meeting <ul style="list-style-type: none">• We discussed how can we prepare for the second presentation• We gave each members his part in the presentation• Starting the work for each members	Room 120
5:30 pm to 6:15pm	Working on the parts for the presentation <ul style="list-style-type: none">• Shamlan was working in project description and black box model• Alsaidi was working in pugh chart and decision matrix• Bader was working in designs considered• Alotaibi was working in budget and schedule	Room 120
6:15 pm to 6:30 pm	Plan for next meeting <ul style="list-style-type: none">• We planning to have meeting tomorrow Mar 5th to do practice for the presentation	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Prepare the slides of the second presentation	Shamlan	3/6	Next meeting
Prepare the slides of the second presentation	Alsaïdi	3/6	Next meeting
Prepare the slides of the second presentation	Bader	3/6	Next meeting
Prepare the slides of the second presentation	Alotaibi	3/6	Next meeting

Next formal meeting: 3/5/2018, Engineering Building, at 6:00pm.