

Meeting minutes

Topic: Poster

Monday, July 23 2018

7:30 pm – 10:15 pm

Minutes recorded by: Faisal Alfares

Meeting called by: All team members

Attendees: Abdulrahman Almohammad, Fawaz Aladwani, Faisal Alfares, Abdullah Bouhamad and Abdullah Aljaafar.

Table 1. The team meeting.

7:30 pm to 8:00 pm	Beginning of meeting <ul style="list-style-type: none">• Each team member was reading the instruction carefully• Each member told to the team what he wants to write for the poster• Each team member asked if they have any question.• One of the team members shared all the team members in PowerPoint.	Engineering Building Rm101
8:00 pm to 9:45 pm	Project discussion <ul style="list-style-type: none">• The team members discussed if two members can work on a one part together.• All the team members are agreed that they are good with their parts.	Engineering Building Rm101
9:45 pm to 10:15 pm	Schedule the next team meeting <ul style="list-style-type: none">• We will have another meeting.	Engineering Building Rm101