

Meeting minutes

Topic: Working on the Final Report

Saturday, August, 4th 2018

7:00 pm – 11:00 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.

7:00 pm to 7:25 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 is good at• Each team member asked if they have any question.	Engineering Building Rm 101
7:25 pm to 10:45pm	Project discussion <ul style="list-style-type: none">• The team members discussed if two members can work together.• The team members chose a part to work on.• All the team members are agreed that they are good with their parts.• All members have to check other member's work.	Engineering Building Rm 101
10:45 pm to 11:00 pm	Schedule the next team meeting <ul style="list-style-type: none">• The team members will start working to do the midpoint report.	Engineering Building Rm 101