

# Meeting minutes

## Topic: Working on the slides

Monday, July 9th 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.

<b>7:30 pm to 8:00 pm</b>	<b>Beginning of meeting</b> <ul style="list-style-type: none"><li>• Each team member was reading the instruction carefully</li><li>• Each member told to the team what he want to talk about.</li><li>• Each team member asked if they have any question.</li><li>• One of the team members shared all the team members in presentation pptx.</li></ul>	<b>Starbucks Route 66</b>
<b>8:00 pm to 9:45 pm</b>	<b>Project discussion</b> <ul style="list-style-type: none"><li>• The team members discussed if two members can work on a one part together.</li><li>• All the team members are agreed that they are good with their parts.</li></ul>	<b>Starbucks Route 66</b>
<b>9:45 pm to 10:15 pm</b>	<b>Schedule the next team meeting</b> <ul style="list-style-type: none"><li>• We will have another meeting.</li></ul>	<b>Starbucks Route 66</b>