

# Meeting minutes

## Topic: Working on the Midpoint Report

Wednesday, June, 21<sup>st</sup> 2018

7:00 pm – 9:00 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.

<b>7:00 pm to 7:45 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 is good at</li><li>• Each team member asked if they have any question.</li></ul>	<b>Engineering Building Rm 101</b>
<b>7:45 pm to 8:35pm</b>	<b>Project discussion</b> <ul style="list-style-type: none"><li>• The team members discussed if two members can work together.</li><li>• The team members chose a part to work on.</li><li>• All the team members are agreed that they are good with their parts.</li><li>• All members have to check other member's work.</li></ul>	<b>Engineering Building Rm 101</b>
<b>8:35 pm to 9:00 pm</b>	<b>Schedule the next team meeting</b> <ul style="list-style-type: none"><li>• The team members will start working to do the midpoint report.</li></ul>	<b>Engineering Building Rm 101</b>