

Meeting minutes

Topic: Working on the analytical report.

Wednesday, April 4^h 2018
7:15 pm – 8:35 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.

7:15 pm to 7:30 pm	Beginning of meeting <ul style="list-style-type: none">• Reading the instruction for the analytical report•	Engineering building Rm. 120
7:30 pm to 8:05 pm	Project discussion <ul style="list-style-type: none">• Each member discussed the part that he would to write on.• Each member discussed whether if he completely satisfied about his part or not.	Engineering building Rm. 120
8:05 pm to 8:35 pm	Schedule the next team meeting <ul style="list-style-type: none">• Each one will start working on his part.	Engineering building Rm. 120