

# Meeting minutes

**Topic: Working on the slides**

**Monday, April 13<sup>th</sup> 2018**  
**8:00 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>8:00 pm to 8:30 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>Engineering Building Rm101</b>
<b>8:30 pm to 8:55 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>Engineering Building Rm 101</b>
<b>8:55 pm to 9:00 pm</b>	<b>Schedule the next team meeting</b> <ul style="list-style-type: none"><li>• We will have another meeting.</li></ul>	<b>Engineering Building Rm 101</b>