

Meeting minutes

Topic: Working on the final report

Wednesday, April, 25th 2018
12:25 pm – 1:15 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.

12:25 pm to 1:55 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 112
1:55 pm to 1:10 pm	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.	Engineering Building Rm 112
1:10 pm to 1:15 pm	Schedule the next team meeting <ul style="list-style-type: none">• The team members will start working to do the final report.	Engineering Building Rm 112