

Meeting Minutes #5

Topic: First Team/Client Meeting

9 am – 10 am

Minutes recorded by: Faisal Alfares

Meeting called by: All team members

Attendees: Abdulrahman Almohammad, Fawaz Aladwani, Faisal Alfares, Abdullah Bouhamad and Abdullah Aljaafar.

Location: Coffee Shop

9 am to 9:40 am

Beginning of meeting

- Each member showed the ideas to the client.
- Each member shared their top 5 ideas.
- Each member explain how he came up with ideas.



9:40 am to 9:50 am

Project discussion

- The team members discussed with the client about how he came with the ideas.
- After listening, the client told the team what is the ideas that she likes.

9:50 am to 10 am

Schedule the next team meeting

- The team will contact with client about next meeting.