

Meeting minutes

Topic: Preparation for presentation 2

Monday, Feb 26th 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.

8:00 pm to 8:30 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 want to write.• Each team member asked if they have any question.• One of the team members shared all the team members in Google doc.	Engineering Building Rm 218
8:30 pm to 8:55 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 write.• All the team members are agreed that they are good with their parts.	Engineering Building Rm 218
8:55 pm to 9:00 pm	Schedule the next team meeting <ul style="list-style-type: none">• The team members will start working to do the Report.	Engineering Building Rm 218