

Meeting minutes

Topic: Important roles assigned

Monday, March 12th 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 12:55 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.• One of the team members shared all the team members in Google doc	Engineering Building Rm 112
12:55 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 in the future.• 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 Analyses Memo assignment.	Engineering Building Rm 112