

MEETING MINUTES

Topic: Project Discussion

Wednesday, October , 25 2017

6:00 pm – 6:40 pm

Minutes recorded by Khaled Alhusainan

Meeting called by Dr. Trevas

Attendees: Barjas Albarazi , Faisal Alanezi, Saad Albarazi, Yousef Almutairi ,Khaled Alhusainan And Dr. Trevas

Executive Summary:

All team members attended the meeting that was located in Du Bois building. We almost ready to have our final design.

Table 1. Record of meeting.

6:00 pm to 7:10 pm	Begin Meeting <ul style="list-style-type: none">• Dr. Trevas and the team were talking about the individual reports• All team members were assigned concepts to research about about in the individual analysis.	Du Bois
6:10 pm to 6:20 pm	Discussion about the Project <ul style="list-style-type: none">- Dr.Trevas gave us some comments on how to expect your design going to be.- it's important to make sure the requirement is applied in our design	Du Bois
6:20 pm to 7:30 pm	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- Analysis reports due Friday- prepare for next report- Staff meeting ended.	Du Bois
6:30 pm to 6:40 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Start working on the analysis.- Finish up the website and run it correctly.	Du Bois