

Meeting/Project Name:		Meeting #1			
Date of Meeting: (MM/DD/YYYY)		17/01/18		Time: 04:00-06:30pm	
Minutes Prepared By:		Abdullah Alzafiri		Location: DuB	
1. Meeting Objective					
The main objective was to identify the strengths we have as individuals to ensure that we share the work well amongst ourselves based on our individual capabilities.					
2. Attendance at Meeting					
Name		Responsibility		E-mail	
Abdullah Alzafiri		Team Manager		Ama886@nau.edu	
Abdullah Howaishel		Client contact		Akh277@nau.edu	
Dhary Aldhefeeri		Budget Liaison		Da732@nau.edu	
Fahad Alotaibi		Website Developer		Fsa54@nau.edu	
Mobarak Alsubaiee		Document Manager		Ma2878@nau.edu	
3. Agenda and Notes, Decisions, Issues					
Topic					
We first listed the project requirements. We then identified the areas we know we are strong in to allow us to distribute the roles well between ourselves. We also laid down the procedures to use for communication if there is an issue with the work or an urgent message to be discussed by the group. Team charter should be completed and signed before (17/06/18). -draft copy of Gantt chart before (20/04/18).					
4. Action needed					
Action					Due Date
- Do the team charter.					17/06/18
- Draft of Gantt chart					20/04/18
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		24/01/18		Time: 4.00pm	
				Location: DuB	
Objective:		To check the website To sign the team charter			

Meeting #2 /

Meeting/Project Name:		Meeting #2 /			
Date of Meeting: (MM/DD/YYYY)		24/01/18	Time:		04:00-04:30pm
Minutes Prepared By:		Abdullah Alzafiri		Location:	
				Banner and Nobel	
1. Meeting Objective					
Check the website. And to sign the team charter.					
2. Attendance at Meeting					
Name		Responsibility		E-mail	
				Phone	
Abdullah Alzafiri		Team Manager		Ama886@nau.edu	
Abdullah Howaishel		Client contact		Akh277@nau.edu	
Dhary Aldhefeeri		Budget Liaison		Da732@nau.edu	
Fahad Alotaibi		Website Developer		Fsa54@nau.edu	
Mobarak Alsubaiee		Document Manager		Ma2878@nau.edu	
				6192613867	
3. Agenda and Notes,					
Decisions, Issues					
Topic					
<p>We all confirmed that we can handle the areas we had chosen for ourselves. We signed the team charter. We checked the website to see whether it conformed with our requirements.</p> <p>We decided that we have to work with speed to catch up with the project requirements to avoid late delivery of work.</p>					
Action					
Due Date					
<ul style="list-style-type: none"> - Prepare for hardware analysis. Before 02/16 - Draft our respective documents based on the section we were allocated. Before 02/16 					
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		16/02/18	Time:		4:00 pm
				Location:	
				DuB	
Objective:		Perform hardware analysis			

**Team:
F7**

Meeting #3 /

Meeting/Project Name:		Meeting #3 /			
Date of Meeting: (MM/DD/YYYY)		16/02/18		Time:	04:40-05:00pm
Minutes Prepared By:		Abdullah Alzafiri		Location:	DuB
1. Meeting Objective					
Perform hardware analysis.					
2. Attendance at Meeting					
Name		Responsibility		E-mail	Phone
Abdullah Alzafiri		Team Manager		Ama886@nau.edu	9043333492
Abdullah Howaishel		Client contact		Akh277@nau.edu	4803040032
Dhary Aldhefeeri		Budget Liaison		Da732@nau.edu	4806460316
Fahad Alotaibi		Website Developer		Fsa54@nau.edu	8582636469
Mobarak Alsubaiee		Document Manager		Ma2878@nau.edu	6192613867
3. Agenda and Notes,					
Decisions, Issues					
Topic					
Main points in the meeting:					
<ol style="list-style-type: none"> Determine the exact hardware we have. Establish the minimum hardware requirements for the current project. Evaluate the places needing change and/or improvements. Establish the estimate costs and acquisition means if need for hardware upgrade arises. 					
Action					
Ensure every member has registered for UGRADS					Due Date
					before 03/07
Date: (MM/DD/YYYY)					
09/03/18		Time:		4:00 pm	Location:
					DuB
Objective:					
Ensure members have registered for UGRADS.					

Meeting #4 /

Meeting/Project Name:	Meeting #4		
Date of Meeting: (MM/DD/YYYY)	09/03/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Confirm the graduation status of all members.			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
-confirm the registration status of members. Ensure all members have registered for graduation.			
Action			
<input type="checkbox"/> confirm registration to ensure no issues arise.			Due Date
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	03/12/18	Time:	4:00 pm
		Location:	<i>Engineering building</i>
Objective:	Prepare for midpoint presentation		

Meeting #5 /

Meeting/Project Name:	Meeting #5		
Date of Meeting: (MM/DD/YYYY)	03/12/18	Time:	06:30-07:00pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	Engineering Building
1. Meeting Objective			
Prepare for midpoint presentation			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes, Decisions, Issues			
Topic			
-main points in the meeting :			
<input type="checkbox"/> Prepare the midpoint presentation.			
<input type="checkbox"/> Practice on the presentation.			
4. Action needed			
Action			Due Date
<input type="checkbox"/> Finalizing on the preparation for presentation			9-26-17
5. Next Meeting(if applicable)			
Date: (MM/DD/YYYY)	03/14/18	Time:	4:00pm
Location:	DuB		
Objective:	Background report preparation		

Meeting #6 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	03/14/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Deliberating on the best methods and criteria for writing the background report			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
-main points in the meeting : Members debate on the best criteria for presentation			
Action			
Due Date			
<input type="checkbox"/> Making sure the background report is thoroughly done and error free			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	03/15/18	Time:	4:00 pm
		Location:	<i>Engineering building</i>
Objective:	Rehearsals for presentation		

Meeting #7 /

Meeting/Project Name:	Meeting #7		
Date of Meeting: (MM/DD/YYYY)	03/15/18	Time:	04:0-07:00 pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	Engineering building
1. Meeting Objective			
Finalizing midpoint report.			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
Edit & review the midpoint report.			
Action			
Due Date			
finalizing on the midpoint report writing.			
Date: (MM/DD/YYYY)			
		Time:	4:00 pm
		Location:	Engineering bulding
Objective:			

Meeting #8 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	04/12/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Final product testing proof.			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
-main points in the meeting: Members come up with the final proof for product testing.			
Action			
Due Date			
<input type="checkbox"/> Making sure the final proof is sound for the assessment committees.			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	04/15/18	Time:	4:00 pm
		Location:	<i>Engineering building</i>
Objective:	UGRADs Poster		

Meeting #9/

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	04/15/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Developing a quality and informative UGRADs Poster			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
-main points in the meeting: The aspects which will make the poster to speak more using less words.			
Action			
Due Date			
<input type="checkbox"/> Ensure that the poster developed communicates effectively to the desired respondents.			
Date: (MM/DD/YYYY)			
04/28/18	Time:	4:00 pm	Location: <i>Engineering building</i>
Objective:	Final Presentation UGRAD slides		

Meeting #10 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	04/28/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Final presentation UGRAD slides.			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
-Final presentation of the UGRAD slides.			
4. Action needed			
Action			
Due Date			
<input type="checkbox"/> Making sure the presentation is optimized			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	04/29/18	Time:	4:00 pm
		Location:	<i>Engineering building</i>
Objective:	Completing presentation of the UGRAD slides.		

Meeting #11 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	04/29/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Completing presentation of the UGRAD slides			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
- Completing presentation of the UGRAD slides			
4. Action needed			
Action			
Due Date			
<input type="checkbox"/> Ensure proficiency in slide presentation.			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	05/02/18	Time:	4:00 pm
		Location:	<i>Engineering building</i>
Objective:	Final presentation of UGRAD slides		

Meeting #12 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	05/03/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Completing presentation of the UGRAD slides			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
- Completing presentation of the UGRAD slides			
4. Action needed			
Action			
Due Date			
<input type="checkbox"/> Ensure proficiency in slide presentation.			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	05/01/18	Time: 4:00 pm	Location: <i>Engineering building</i>
Objective:	Final CAD Package		

Meeting #13 /

Meeting/Project Name:	Meeting #6		
Date of Meeting: (MM/DD/YYYY)	05/1/18	Time:	06:30- pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Final CAD Package			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Abdullah Alzafiri	Team Manager	Ama886@nau.edu	9043333492
Abdullah Howaishel	Client contact	Akh277@nau.edu	4803040032
Dhary Aldhefeeri	Budget Liaison	Da732@nau.edu	4806460316
Fahad Alotaibi	Website Developer	Fsa54@nau.edu	8582636469
Mobarak Alsubaiee	Document Manager	Ma2878@nau.edu	6192613867
3. Agenda and Notes,			
Topic			
- Final CAD Package			
4. Action needed			
Action			
Due Date			
<input type="checkbox"/> Final CAD Package			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		Time: 4:00 pm	Location: <i>Engineering building</i>
Objective:			