Wonder Factory STEM Team: F7



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Meeting/Project Name:	Meeting	j #1									
Date of Meeting: (MM/DD/YYYY)	17/01/1	18			Time	e:		04:00	04:00-06:30pm		
Minutes Prepared By:	Abdu	llah Alz	afiri		Loca	ation:		DuB			
1. Meeting Objective											
The main objective was to it share the work well amongs							e that we				
2. Attendance at Meeting	1										
Name		Responsibility				E-mai	il			Phone	
Abdullah Alzafiri		Team	Manage	er		Ama	a886@na	au.ec	uk	9043333492	<u> </u>
Abdullah Howaishe	əl	Client	contac	t		<u>Akh</u>	<u>277@na</u>	u.ed	<u>u  </u>	4803040032	) 
Dhary Aldhefeeri		Budge	t Liaiso	on		Da7	<u>32@nau</u>	<u>.edu</u>	<u> </u>	4806460316	<u> </u>
Fahad Alotaibi		Websi	te Deve	eloper		Fsa:	54@nau	<u>.edu</u>		8582636469	)
Mobarak Alsubaiee			nent Ma	nager		Ma2	878@na	u.ed	lu !	6192613867	,
3. Agenda and Notes, De	cisions, Is	sues									
Topic											
We first listed the project in We then identified the area.  We also laid down the production discussed by the group.  Team charter should be conducted the conduction of the	ns we know cedures to mpleted ar	we are st use for co	mmunicat	ion if ther							be
4. Action needed										Maria (1886) - 1886 (1886) - 1886 (1886) - 1886 (1886) - 1886 (1886) - 1886 (1886) - 1886 (1886) - 1886 (1886)	
Action										Due Date	
- Do the team	charter.									17/06/18	
- Draft of Gant										20/04/18	
5. Next Meeting (if applicat	ole)										
Date: 2 (MM/DD/YYYY)	4/01/18		Time:	4.00pm			Location:	D	uB		
To check the website  Objective: To sign the team charter											



### Meeting #2 /

	Meeting #2 /									
Date of Meeting: (MM/DD/YYYY)	24/01/18		Time:	<b>ne:</b> 04:		30pm				
Minutes Prepared By:	Abdullah Alz	afiri	Location:		Banner an	d Nobel				
1. Meeting Objective										
Check the website. And to ign the team charter.										
2. Attendance at Meeting	] ,									
Name	Respon	sibility	E-ma	il		Phone				
Abdullah Alzafiri	Team	Manager	Ama	a <u>886@na</u>	u.edu	9043333492				
Abdullah Howaish	el Client	contact	Akh	<u>277@na</u>	u.edu	4803040032				
Dhary Aldhefeeri	Budge	et Liaison	Da7	<u>32@nau.</u>	.edu	4806460316				
Fahad Alotaibi	Websi	te Developer	Fsa	<u>54@nau.</u>	<u>edu</u>	8582636469				
Mobarak Alsubaie	e Docur	nent Manager	Ma2	878@na	u.edu	6192613867				
3. Agenda and Notes,										
Decisions, Issues										
We signed the te										
We all confirmed We signed the te	am charter. website to see wheth	er it conformed with o	our require	ements.	oid late de	livery				
We all confirmed We signed the te We checked the	am charter. website to see wheth	er it conformed with o	our require	ements.	oid late de	livery  Due Date				
We all confirmed We signed the te We checked the We decided that we have to f work.  Action	am charter. website to see wheth	er it conformed with o	our require	ements.	oid late de					
We all confirmed We signed the te We checked the We decided that we have to f work.  Action  - Prepare for h	am charter. website to see wheth o work with speed to o	er it conformed with o	our require	ements to av	oid late de	Due Date				
We all confirmed We signed the te We checked the We decided that we have to f work.  Action  - Prepare for h	am charter. website to see wheth work with speed to o hardware analysis. pective documents b	er it conformed with o	our require	ements to av	oid late de	Due Date Before 02/16				
We all confirmed We signed the te We checked the We decided that we have to f work.  Action  - Prepare for h - Draft our res  5. Next Meeting (if applica	am charter. website to see wheth work with speed to o hardware analysis. pective documents b	er it conformed with o	ect require	ements to av	oid late de	Due Date Before 02/16				
We all confirmed We signed the te We checked the We decided that we have to f work.  Action  - Prepare for h - Draft our res  5. Next Meeting (if applica  Date: (MM/DD/YYYY)	am charter. website to see wheth b work with speed to o mardware analysis. pective documents b	er it conformed with ocatch up with the proj	ect require	ements to av	· · · · · · · · · · · · · · · · · · ·	Due Date Before 02/16				
We all confirmed We signed the te We checked the We decided that we have to f work.  Action  - Prepare for h - Draft our res  5. Next Meeting (if applica  Date: (MM/DD/YYYY)	am charter. website to see wheth work with speed to o mardware analysis. pective documents b	er it conformed with ocatch up with the proj	ect require	ements to av	· · · · · · · · · · · · · · · · · · ·	Due Date Before 02/16				



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#### Meeting #3 /

Meeting/Project Name:	Montin	Meeting #3 /										
Date of Meeting: (MM/DD/YYYY)	16/02/1	-			Tin	ne:		04:40-05	5:00pm	n		
Minutes Prepared By:	Abdu	ıllah Alza	firi		Loc	cation	:	DuB				
1. Meeting Objective												
Perform hardware analysis  2. Attendance at Meetin												
Name	9	Responsit	bility			E-ma	nil		Pi	hone		
Abdullah Alzafiri		Team Manager				Δm	a886@n	au edu	Q	043333492		
Abdullah Howaish	el	Client c	_				277@na			803040032		
Dhary Aldhefeeri		Budget					32@naı			806460316		
Fahad Alotaibi		Website					54@naı		8	582636469		
Mobarak Alsubaie	e	Document Manager				Ma2878@nau.edu			6	192613867		
3. Agenda and Notes,												
Decisions, Issues												
Topic  Main points in the meeti  1. Determine the 2. Establish the m 3. Evaluate the pl 4. Establish the establish	exact hard ninimum h aces need	ardware rec	quireme and/or i	mprove	nen	ts.		upgrade a	ırises.			
Action										Due Date		
Ensure every member has	registered	for UGRAD	S					befo	re 03/0	07		
MIN MINI VINCENS IN . W. DESCRIPTION OF STREET												
Date:	09/03/18	1	Time:	4:00 pm	)		Location:	DuB				
(MM/DD/YYYY)												
Objective: Ensure m	embers hav	ve registered	I for UGF	RADS. 								



### Meeting #4 /

Meeting/Project Nan	ne: Meeting	g #4				
Date of Meeting: (MM/DD/YYYY)	09/03/1	8	Tin	ne:	06:30- pm	
Minutes Prepared B	y: Abdu	Illah Alzafiri	Lo	cation:	DuB	
1. Meeting Objective	)					
Confirm the grad	uation status of	all members.				
2. Attendance at Me	eting					
Name		Responsibility		E-mail		Phone
Abdullah Alzafi	iri	Team Manag	<u>er</u>	Ama886@n	<u>au.edu</u>	9043333492
Abdullah Howa	ishel	Client contac	<u>:t</u>	Akh277@na	au.edu	4803040032
Dhary Aldhefee	<u>eri</u>	Budget Liais	<u>on</u>	<u>Da732@na</u> ı	ı.edu	4806460316
Fahad Alotaibi		Website Deve	eloper	Fsa54@nau.edu		8582636469
Mobarak Alsub		Document Ma	anager	Ma2878@nau.edu		6192613867
3. Agenda and Notes	s,					
Topic						
-confirm the registration  Ensure all members h						
Endard dir memberer	lavo rogiotoroa	Tor gradation.				1
Action						D Data
	ration to anour	no ignuos origo				Due Date
□ confirm regist	TALION TO ENSURE	TIO ISSUES AIISE.				
						ļ
5. Next Meeting (if ap	pplicable)					
Date: (MM/DD/YYYY)	03/12/18	Time:	4:00 pm	Location:	Engine	ering building
Objective: Prepa	are for midpoint	presentation	•	•	•	



### Meeting #5 /

Meeting/Project Name:	Meeting #5						
	3/12/18	Time:		06:30-07:00p	m		
Minutes Prepared By:	Abdullah Alzafiri	Location:		Engineering E	Building		
1. Meeting Objective				•			
Prepare for midpoint present	ation						
2. Attendance at Meeting							
Name	Responsibility		E-mail	Phone			
Abdullah Alzafiri	Team Manag	er	Ama886@nau.edu		9043333492		
Abdullah Howaishe	Client contac	>t	Akh277@nau.edu		4803040032		
Dhary Aldhefeeri	Budget Liais	on			4806460316		
Fahad Alotaibi	Website Deve		Fsa54@nau.edu		8582636469		
Mobarak Alsubaiee		·····	· <del> </del>	8@nau.edu	6192613867		
3. Agenda and Notes, Deci	sions, Issues		ind_or		0.020.000.		
Topic							
-main points in the meeting :	he midpoint presentati	on.					
☐ Practice o	on the presentation.						
4. Action needed							
Action	41	ļ		Due Date			
☐ Finalizing presentat	on the preparation for on			9-26-17			
5. Next Meeting(if applicable)							
Date: (MM/DD/YYYY) 03	/14/18 <b>Time:</b>	4:00pm <b>L</b>	ocation:	DuB			
Objective: Bac	kground report prepai	ration					

# Meeting #6 /

Meeting/Project Name:	Meeting	Meeting #6								
Date of Meeting: (MM/DD/YYYY)	03/14/1	8	Ti	me:	06	6:30- pm				
Minutes Prepared By:	Abdu	llah Alzafiri	i Le	ocation:	D	uB				
1. Meeting Objective										
Deliberating on the be	est method	s and criteria for	writing the back	ground report						
2. Attendance at Meeting	]									
Name		Responsibilit	у	E-mail			Phone			
Abdullah Alzafiri		Team Man	nager	Ama886	@nau	.edu	9043333492			
Abdullah Howaish	el	Client con	tact	Akh277	<u>@nau.</u>	<u>edu</u>	4803040032			
Dhary Aldhefeeri		Budget Li	aison	Da732@	nau.e	du	4806460316			
Fahad Alotaibi		Website D	eveloper	Fsa54@	nau.e	du 🏻 📙	8582636469			
Mobarak Alsubaied 3. Agenda and Notes,	е	Document	Manager	Ma2878	@nau.	edu	6192613867			
Members debate on the be	est criteria	for presentation								
Due Date										
☐ Making sure the b	ackground	d report is thorou	ıghly done and eı	ror free						
5. Next Meeting (if applica										
Date: (MM/DD/YYYY)	03/15/18	Tim	<b>e:</b> 4:00 pm	Locat	tion:	Enginee	ring building			
Objective: Rehears	als for pres	entation								

### Meeting #7 /

Meeting/Project Name:	Meeting #7							
Date of Meeting: (MM/DD/YYYY)	03/15/18		Tir	ne:	04:0-07:0	00 pm		
Minutes Prepared By:	Abdullah A	Alzafiri	Lo	cation:	Engineer	ing building		
1. Meeting Objective								
Finalizing midpoint report.								
2. Attendance at Meeting	1							
Name	Respo	onsibility		E-mail		Phone		
Abdullah Alzafiri	Tear	n Manag	er	Ama886@	nau.edu	9043333492		
Abdullah Howaishe	I Clie	nt contac	t	Akh277@ı	nau.edu	4803040032		
Dhary Aldhefeeri	Bud	get Liaise	on	Da732@na	au.edu	4806460316		
Fahad Alotaibi	Web	Website Developer		Fsa54@nau.edu		8582636469		
Mobarak Alsubaiee	Doci	ument Ma	anager	Ma2878@ı	nau.edu	6192613867		
3. Agenda and Notes,								
Topic								
Edit & review the midpoint repo	ort.							
Action								
Due Date				78 (100 8 (100) - 100) (10 8 (100) 8 (100) - 100) (10 8 (100) 8 (100) 8 (100)				
finalizing on the midpoint repor	t writing.							
Date: (MM/DD/YYYY)		Time:	4:00 pm	Location	n: Engin	eering bulding		
Objective:			1	I	<b>I</b>			

### Meeting #8 /

Meeting/Project Name:	Meeting #6				
Date of Meeting: (MM/DD/YYYY)	04/12/18	Time:	06:30- pm	06:30- pm	
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB		
1. Meeting Objective					
Final product testing p	proof.		'		
			_		
2. Attendance at Meeting					
Name	Responsibility	E-mail		Phone	
Abdullah Alzafiri	Team Manage	er Ama886@	nau.edu	9043333492	
<u>Abdullah Howaishe</u>	el Client contac	t Akh277@	nau.edu	4803040032	
Dhary Aldhefeeri	Budget Liaiso	on <u>Da732@n</u>	au.edu	4806460316	
Fahad Alotaibi	Website Deve	loper Fsa54@n	au.edu	8582636469	
Mobarak Alsubaiee	Document Ma	nager   Ma2878@	nau.edu	6192613867	
Topic main points in the meeting	<del>-</del>				
Topic main points in the meeting Members come up with the	g: e final proof for product testing.				
Fopic  main points in the meeting Members come up with the	<del>-</del>				
Topic  main points in the meeting Members come up with the  Action Due Date	<del>-</del>	esment committees.			
Topic  -main points in the meeting Members come up with the  Action  Due Date	e final proof for product testing.	esment committees.			
Topic  -main points in the meeting Members come up with the  Action  Due Date	e final proof for product testing.	esment committees.			
Action Due Date	e final proof for product testing.	esment committees.			
Topic -main points in the meeting Members come up with the  Action  Due Date  Making sure the fi	nal proof is sound for the asses	esment committees.			
Topic -main points in the meeting Members come up with the  Action  Due Date  Making sure the fi	nal proof is sound for the asses				
Topic -main points in the meeting Members come up with the  Action  Due Date  Making sure the fi	nal proof is sound for the asses	4:00 pm Locatio	n: Engine	ering building	

### Meeting #9/

Meeting/Project Nam	e: Meeting	g #6						
Date of Meeting: (MM/DD/YYYY)	04/15/1	18			Time	:	06:30- pm	
Minutes Prepared By	: Abdu	ıllah Alz	afiri		Loca	tion:	DuB	
1. Meeting Objective								
Developing a qua	lity and inform	ative UGRA	ADs Poste	er				
2. Attendance at Mee	ting							
Name		Respons	sibility			E-mail		Phone
Abdullah Alzafii	<u>'i                                    </u>	Team	Manag	er		<b>Ama886@</b> n	au.edu	9043333492
Abdullah Howai	shel	Client	contac	<u>:t</u>		Akh277@n	au.edu	4803040032
Dhary Aldhefee	<u>ri</u>	Budge	t Liaise	on		Da732@na	u.edu	4806460316
Fahad Alotaibi		Websi	te Deve	eloper		Fsa54@naเ	ı.edu	8582636469
Mobarak Alsuba		Docum	nent Ma	anager		Ma2878@n	au.edu	6192613867
3. Agenda and Notes	<b>,</b>			too I del tol too I del				
Topic	-41							
<ul> <li>-main points in the me</li> <li>The aspects which will</li> </ul>	-	ter to spea	k more us	sina less wa	ords.			
				9				
Action								
Due Date								
	e noster deve	loped com	municates	effectively	to th	e desired respo	ndents	
Endrowate	io pootor dovo	ropod dom					THOOT NO.	
Date: (MM/DD/YYYY)	04/28/18		Time:	4:00 pm		Location:	Engine	eering building
Fina	l Presentation		<u> </u>	1		1	1	
Objective:		slides						

### **Meeting #10 /**

Meeting/Project Name:	Meeting #6	Meeting #6							
Date of Meeting: (MM/DD/YYYY)	04/28/18		Tiı	me:	06:30- pm				
Minutes Prepared By:	Abdullal	n Alzafiri	Lo	cation:	DuB				
1. Meeting Objective									
Final presentation U0	GRAD slides.								
2. Attendance at Meetin	g <sub> </sub>								
Name	Re	sponsibility		E-mail		Phone			
Abdullah Alzafiri	Te	eam Manag	er	Ama886@r	nau.edu	9043333492			
Abdullah Howaish	el Cl	lient contac	t	Akh277@n	<u>au.edu</u>	4803040032			
Dhary Aldhefeeri				<u>Da732@na</u>	<u>u.edu</u>	4806460316			
Fahad Alotaibi				Fsa54@na	u.edu	8582636469			
Mobarak Alsubaie 3. Agenda and Notes,	e Do	ocument Ma	nager	Ma2878@nau.edu		6192613867			
-Final presentation of the  4. Action needed	UGRAD slides.								
Action									
Due Date									
☐ Making sure the	presentation is	optimized							
5. Next Meeting (if applica									
Date: (MM/DD/YYYY)	04/29/18	Time:	4:00 pm	Location	: Engine	eering building			
Objective:	ting presentatio the UGRAD slic								

### **Meeting #11 /**

Meeting/Project Name:	Meeting #6	Meeting #6							
Date of Meeting: (MM/DD/YYYY)	04/29/18		Tir	ne:	06:30- pm				
Minutes Prepared By:	Abdullah Alza	afiri	Lo	cation:	DuB				
1. Meeting Objective									
Completing presentation	on of the UGRAD slide	es							
2. Attendance at Meeting									
Name	Responsi	bility		E-mail		Phone			
Abdullah Alzafiri	Team N	<u>lanager</u>		Ama886@n	au.edu	9043333492			
Abdullah Howaishe	Abdullah Howaishel Client contact			Akh277@na	au.edu	4803040032			
Dhary Aldhefeeri	Budget	Liaisor	1	Da732@na	u.edu	4806460316			
Fahad Alotaibi	Websit	<u>e Devel</u>	oper	Fsa54@naı	ı.edu	8582636469			
Mobarak Alsubaiee	Docum	ent Man	ager	Ma2878@nau.edu		6192613867			
3. Agenda and Notes,				i da i tol tod i dai tod tod i dai tod to	4	Table for the last total total and for the last of the last			
Topic - Completing presentation of	of the UGRAD slides								
4. Action needed									
Action									
Due Date									
☐ Ensure proficiency	in slide presentation.								
5. Next Meeting (if applicab	le)								
Date: (MM/DD/YYYY)	05/02/18	Time:	1:00 pm	Location:	Engine	ering building			
Objective:	sentation of UGRAD slides								

### Meeting #12 /

Abdullah HowaishelClient contactAkh277@nau.edu4803040032Dhary AldhefeeriBudget LiaisonDa732@nau.edu4806460316Fahad AlotaibiWebsite DeveloperFsa54@nau.edu8582636469	Meeting/Project Name:	Meeting #6								
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  Topic  - Completing presentation of the UGRAD slides  4. Action needed  Action  Due Date  Ensure proficiency in slide presentation.  5. Next Meeting (if applicable)  Date:  05/01/18  Time: 4:00 pm  Location:  Engineering building  (MMDDYYYY)	_	05/03/18	05/03/18		me:	06:30- pm				
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  Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Minutes Prepared By:	Abdu	llah Alzafiri	Lo	ocation:	DuB	DuB			
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  Ensure proficiency in slide presentation.  5. Next Meeting (if applicable)  Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	1. Meeting Objective	ı								
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  □ Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: (MM/DD/YYYYY)  Date: (MM/DD/YYYYY)  Time: 4:00 pm Location: Engineering building	Completing presenta	tion of the U	JGRAD slides							
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  □ Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: (MM/DD/YYYY)  Date: (MM/DD/YYYY)  Date: (MM/DD/YYYY)  Time: 4:00 pm Location: Engineering building										
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    Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	2. Attendance at Meetin	g								
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    Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Name		Responsibility		E-mail		Phone			
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  □ Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Abdullah Alzafiri	Team Manag	er	Ama886@nau.edu		9043333492				
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  □ Ensure proficiency in slide presentation.  □ Ensure proficiency in slide presentation.  5. Next Meeting (if applicable) Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Abdullah Howaish	Client contac	<u>t                                      </u>	Akh277@nau.edu		4803040032				
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  - Ensure proficiency in slide presentation.  5. Next Meeting (if applicable)  Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Dhary Aldhefeeri		Budget Liaison		Da732@nau.edu		4806460316			
3. Agenda and Notes,  Topic  - Completing presentation of the UGRAD slides  4. Action needed  Action  Due Date  Ensure proficiency in slide presentation.  5. Next Meeting (if applicable)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYY)  Date:  (MM/DD/YYYYY)  Date:  (MM/DD/YYYYY)	Fahad Alotaibi		Website Deve	eloper	Fsa54@nau.edu		8582636469			
Topic - Completing presentation of the UGRAD slides  4. Action needed Action  Due Date  Ensure proficiency in slide presentation.  5. Next Meeting (if applicable)  Date: 05/01/18 Time: 4:00 pm Location: Engineering building (MM/DD/YYYY)	Mobarak Alsubaiee		Document Manager		Ma2878@nau.edu		6192613867			
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Date: 05/01/18 Time: 4:00 pm Location: Engineering building										
(MM/DD/YYYY)	5. Next Meeting (if applica	able)					·			
Objective: Final CAD Package		05/01/18	Time:	4:00 pm	Location	: Engine	eering building			
	Objective:	Final CAD	) Package	•	•	•				

# **Meeting #13 /**

Meeting/Project Name:	Meeting #6									
Date of Meeting: (MM/DD/YYYY)	05/1/18		Tin	Time:		06:30- pm				
Minutes Prepared By:	Abdullah	Alzafiri	Loc	Location:		DuB				
1. Meeting Objective										
Final CAD Package										
2. Attendance at Meeting										
Name	Resp	oonsibility		E-mail		Phone				
Abdullah Alzafiri	Tea	ım Manage	er	Ama886@	nau.edu	9043333492				
Abdullah Howaishe	I Clie	ent contac	Akh277@n	au.edu	4803040032					
Dhary Aldhefeeri	Buc	dget Liaiso	on	Da732@nau.edu		4806460316				
Fahad Alotaibi		Website Developer		Fsa54@nau.edu		8582636469				
Mobarak Alsubaiee	Doc	cument Ma	nager	Ma2878@r	nau.edu	6192613867				
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Topic - Final CAD Package										
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Due Date										
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5. Next Meeting (if applicable	le)									
Date: (MM/DD/YYYY)		Time:	4:00 pm	Location	: Engine	eering building				
Objective:										
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