

MEETING MINUTES:

Meeting/Project Name:	Meeting #1		
Date of Meeting: (MM/DD/YYYY)	09/06/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
The first objective was to share subdivide the task and share amongst the group 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, Decisions, Issues			
Topic			
<p>in our first meeting , Different criteria such as brainstorming were employed to help generate ideas to meet the set requirement and exchange contact information.</p> <p>The various team formed in dealing with specific assignments included designing, decision making, research on project and documentation.</p> <p>The team also managed to set rules and regulations that would assist in ensuring that it operate in an effective manner for purposes of getting the best results at the end of the project</p> <p>Team charter should be completed an signed before (03/12/17).</p> <p>-draft copy of Gantt chart before (09/13/17).</p>			
4. Action needed			
Action			Due Date
- Do the team charter.			09/12/17
- Draft of Gantt chart			09/13/17
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	09/12/17	Time:	05:15 pm
		Location:	DuB
Objective:	To sign the team charter		

Meeting #2 /

Meeting/Project Name:	Meeting #2 /		
Date of Meeting: (MM/DD/YYYY)	09/16/17	Time:	04:00-04:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	Banner and Nobel
1. Meeting Objective			
Questions to the clients			
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			
<p>- principle focuses in the meeting :</p> <ul style="list-style-type: none"> A. What are your expectations from this task? B. is there is any exceptional criteria for this task C. What is the financial plan for this undertaking? 			
The client give us an approval			
A great deal of work has been compacted in the coming weeks to stay aware of calendar.			
4. Action needed			
Action			Due Date
- write the criteria for presentation preparation			Befor 09/20
- Draft of HOQ			Befor 09/20
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	09/20/17	Time:	4:00 pm
Location:	DuB		
Objective:	Meeting with our professor to discuss project progress.		

Meeting #3 /

Meeting/Project Name:	Meeting #3 /		
Date of Meeting: (MM/DD/YYYY)	09/20/17	Time:	04:40-05:00pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Meeting with our professor to discuss project progress			
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"> 1. Agree on the method of data collection that would go a long way to help in creating the end design 2. Discussion of problems that have arisen 3. Discussion of work that lies ahead 4. Discussion of achievements since last reporting 			
4. Action needed			
Action			Due Date
keeping open correspondence inside the group is significant			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	09/22/17	Time:	4:00 pm
		Location:	DuB
Objective:	Write the criteria for presentation preparation		

Meeting #4 /

Meeting/Project Name:		Meeting #4			
Date of Meeting: (MM/DD/YYYY)		09-29-17		Time: 06:30- pm	
Minutes Prepared By:		Abdullah Alzafiri		Location: DuB	
1. Meeting Objective					
Write the criteria for presentation preparation					
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					
-main points in the meeting : Members debate on the best criteria for presentation					
4. Action needed					
Action					Due Date
<ul style="list-style-type: none"> • Making sure the background report is thoroughly done and error free 					
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)		09/25/17		Time: 4:00 pm	
				Location: <i>Engineering building</i>	
Objective:		Rehearsals for presentation			

Meeting #5 /

Meeting/Project Name:	Meeting #5		
Date of Meeting: (MM/DD/YYYY)	09-25-17	Time:	06:30-07:00pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	Engineering Building
1. Meeting Objective			
Rehearsals for 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 : <ul style="list-style-type: none"> • Prepare the presentation. • Practice on the presentation. 			
4. Action needed			
Action	Due Date		
• Finalizing on the preparation for presentation	9-26-17		
5. Next Meeting(if applicable)			
Date: (MM/DD/YYYY)	09/25/17	Time:	4:00pm
Location:	DuB		
Objective:	Background report preparation		

Meeting #6 /

Meeting/Project Name:	Meeting #6				
Date of Meeting: (MM/DD/YYYY)	09-29-17	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, Decisions, Issues					
Topic					
-main points in the meeting : Members debate on the best criteria for presentation					
4. Action needed					
Action			Due Date		
<ul style="list-style-type: none"> • Making sure the background report is thoroughly done and error free 					
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	09/25/17	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)	10-28-17	Time:	04:0-07:00 pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	Engineering building
1. Meeting Objective			
Finalizing Preliminary Proposal.			
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			
Edit & review the Preliminary Proposal			
4. Action needed			
Action			Due Date
finalizing on the preliminary proposal writing			
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	10/30/2017	Time:	4:00 pm
		Location:	Engineering building
Objective:	Final project design review		

Meeting #8 /

Meeting/Project Name:	Meeting #8		
Date of Meeting: (MM/DD/YYYY)	10/30/2017	Time:	4:00 PM – 6:00PM
Minutes Prepared By:	Abdullah Alzafiri	Location:	Engineering building
1. Meeting Objective			
Final project designs review			
2. Attendance at Meeting			
Name	Responsibility	E-mail	
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			
Rationale for design selection			
Assessment of the 10 selected designs			
4. Action Items			
Action	Due Date		
Scores were assigned for each design as to the degree in which it satisfied each of the requirements. The selected design scored high in all these requirements and thus became the best choice.	11-5-17		
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	11/6/2017	Time:	Location:

Meeting #9 /

Meeting/Project Name:	Meeting #9		
Date of Meeting: (MM/DD/YYYY)	11/6/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Final review before Final presentation.			
2. Attendance at Meeting			
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			
alert team members to document changes			
answer questions between meetings			
4. Action needed			
			Due Date
Share folder location			
5. Next Meeting (if applicable)			
11/12/17	Time:	05:15 pm	Location: DuB
Progress status report review			

Meeting #10 /

Meeting/Project Name:	Meeting #10		
Date of Meeting: (MM/DD/YYYY)	11/9/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Final Proposal 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, Decisions, Issues			
Topic			
To review progress, issues, and solutions			
Edit the report before submit			
4. Action needed			
Action			Due Date
answer questions between meetings			

Meeting #11 /

Meeting/Project Name:	Meeting #11		
Date of Meeting: (MM/DD/YYYY)	11/16/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Budget assessment			

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			
To review how the budget have been implemented			
4. Action needed			
Action	Due Date		
answer questions between meetings			

Meeting #12 /

Meeting/Project Name:	Meeting #12		
Date of Meeting: (MM/DD/YYYY)	11/30/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB
1. Meeting Objective			
Working on the CAD package, and BOM on the soildworks			
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			

To review data metrics on each and every aspect of the project

4. Action needed

Action	Due Date
answer questions between meetings	

Meeting #13 /

Meeting/Project Name:	Meeting #13		
Date of Meeting: (MM/DD/YYYY)	12/4/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB

1. Meeting Objective

Checking and Finishing the prototype before the CAD 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

To recognize the effort of group members who did excellent work

4. Action needed

Action	Due Date
answer questions between meetings	

Meeting #14 /

Meeting/Project Name:	Meeting #14		
Date of Meeting: (MM/DD/YYYY)	12/9/17	Time:	04:00-06:30pm
Minutes Prepared By:	Abdullah Alzafiri	Location:	DuB

1. Meeting Objective

Finishing, and Editing the Final Proposal Revision.

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

Having accomplished the group objective the project is brought to a closure

4. Action needed

Action	Due Date
answer questions between meetings	