MEETING MINUTES

# Topic: Project Requirements

## Saturday, Jan 2021

## 10:00 am – 11:00 am

**Minutes recorded by** \_\_Salem Al Marri \_\_\_\_\_\_\_\_\_

**Meeting called by** \_\_\_\_\_\_\_\_\_Omer Alamoudi\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees: \_Salem Al Marri, Chijian Wang, Omer Alamoudi, Rashid Algelmod, Musaed Fraidoon**

**Please bring:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table 1. Record of meeting.**

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| **10 am to 10:20 am**  | **Discussion of Project Description*** lead by Salem
* Discussion about Team Charter
 | MS teams |
| 10 am to 11:00 am | Develop Team Name, Mission, Etc.* lead by Salem
* Discuss about the Team of Meeting
* Chose the date and time for frequency meeting through this semester
* Divide the work between the team and who will be responsible of what
 | MS teams |
| 10 am to 10:15 am  | Plan for next meeting* Prelim report.

   | MS teams |