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.**

|  |  |  |
| --- | --- | --- |
| **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 |