MEETING MINUTES

# Topic: Project Requirements

## Monday , April 2021

## 9:00 am – 10:30 am

**Minutes recorded by** \_\_Rashid Algelmod \_\_\_\_\_\_\_\_\_

**Meeting called by** \_\_\_\_\_\_\_\_\_Salem AL Marri \_\_\_\_\_\_\_\_\_\_\_\_

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

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

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| 9 am  | **Discussion about Prototype and Website*** lead by Rashid
 | MicrosoftTeams    |
| 9:30 am  | **Analytical assignment** * Talk about the prototype and website
* what should include on the website
* review the feedback of website
* discusses how to combine the prototype and most of the team are in different country
* Practice for the prototype.
 | MicrosoftTeams  |
| 10:15 am  | Content for Instructor Meeting * Asking for building prototype
* asking for the website check and what should include on website
* The way of communicating with the instructor of ME 486
* As a group what the steps and assignment we need for ME 486
 | MicrosoftTeams  |
| Remaining minutes | Plan for next meeting                          Next time: 19/4/2012 Monday  | MicrosoftTeams  |