

MEETING MINUTES

Topic: Project Discussion

Thursday, September , 07 2017

12:00 pm – 1:00 pm

Minutes recorded by _____ Khaled Alhusainan

Meeting called by _____ Yousef Almutairii

Attendees: Yousef Almutairi, Faisal Alanezi, Saad Albarazi, Barjas Albarazi and Khaled Alhusainan

Executive Summary:

The team just met each other and introduced themselves. After that they discussed the main idea of the project. Later the team started to brainstorm some ideas for the project. The team still needed to provide more ideas and they made that a task to be completed before the next meeting. Finally the team made a set of rule that each member should follow and obey.

Table 1. Record of meeting.

12:00 pm to 12:05 pm	Begin Meeting <ul style="list-style-type: none">• Each member introduced himself to the group.• The team members decided to set rules for the team.• The group went through the project's description.	Internet cafe
12:05 pm to 12:30 pm	Discussion about the Project <ul style="list-style-type: none">- Yousef explained what is the goal of the Wonderfactory project.- Saad came up with many ideas that the team put in consideration.- Barjas proposed that the team can add some electric engineering concepts to the project.	Internet cafe
12:30 pm to 12:40	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- Assign rules for the team charter.- Explained each rule for the whole team so each member have the whole idea of the rules.	Internet cafe
12:40 pm to 1:00 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Each member should come up with some ideas to propose to the client.- Each member should have done some research about the Wonderfactory.	Internet cafe

