

MEETING MINUTES

Topic: Project Discussion

Wednesday, September , 13 2017

7:00 pm – 7:30 pm

Minutes recorded by _____Khaled Alhusainan_____

Meeting called by _____Dr. Trevas_____

Attendees: Yousef Almutairi, Faisal Alanezi, Saad Albarazi, Barjas Albarazi ,Khaled Alhusainan And Dr. Trevas

Executive Summary:

The team went to the class room to meet with Dr. Trevas to get a clear picture of the project. The team proposed some ideas to Dr. Trevas. After that Dr. Trevas provided some modifications to the ideas. Then Dr. Trevas said that the team should provide sketches for the ideas. Finally, Dr. Trevas said that the team should meet up with the client

Table 1. Record of meeting.

7:00pm to 7:05 pm	Begin Meeting <ul style="list-style-type: none">• Each member introduced himself to Dr Trevas.• Dr. Trevas explained briefly what is the wonder factory.	Du Bois
7:05 pm to 7:15 pm	Discussion about the Project <ul style="list-style-type: none">- Dr. Trevas gave the team instructions for the project.- The team discussed some potential designs for the project.- Dr Trevas gave some advices to add for the concept designs.	Du Bois
7:15 pm to 7:25pm	Discuss Upcoming Group Assignments <ul style="list-style-type: none">- Dr. Trevas said that the team should draw sketches for the ideas that the team came up with.- Dr.Trevas said that the team should set up an appointment with the client.	Du Bois
7:25pm to 7:30 pm	Plan for the Next Meeting <ul style="list-style-type: none">- Each member should have hi sketches ready.- The team should have a clear picture of the project after meeting the client.	Du Bois

