

Team meeting Minutes week 1 Spring 2017

Day of meeting

Thursday, January 19th, 2017

Time

From 4:00 pm until 6:00 pm

Location

EGR building Internet coffee

Meeting cited

Majid Alenezi

Note taker

Faleh Alajmi, Abdullah Alajmi

Timekeeper

Mutlaq Alajmi

Attendees

Majid Alenezi, Faleh Alajmi, Abdullah Alajmi, and Mutlaq Alajmi

At the beginning of the meeting, we Discussed teammate availability over this semester and Decided Thursday after class to be optimum meeting days.

(10 minutes)

Discussions

We were discussions to have Meeting with Client to show the current prototype and receive further direction because we have many things we need to change. Since we met all of us in Kuwait in the winter break we have been working to make improvements in the device.

(10 minutes)

Then we Reviewed requirements for Progress Presentation to be given in two weeks' time.

And we Discussed changes in slide format so we have more time to work on it. Also we reviewed requirements for Midpoint Review to be given in roughly two months' time.

(25 minutes)

Also we went through DOE and Opened lecturer's DOE PowerPoint and reviewed it as a team.

(10 minutes)

Total Meeting Time: (55 minutes)