



Meeting Minutes

Date: 7 November 2019

Time: 1:00 PM

Location: 244 Conference Room

Attendees: Maryam Al-Emadi, Noof Al-Sayed, Roqayya AlYousef, Fatima Al-Janahi

Absences: -

Agenda:

- Discuss about benchmarking assignment.
- Read the rubric of the assignment and prepare an outline.

Actions:

- The rubric was fully understood by the team members.
- Different parts of the assignment were divided among the team members.
- Deadline was set for each member to submit each part.

Next Steps:

- Searching about different products in the market which are related to our design.
- Deciding the most appropriate benchmarking criteria.
- Go through and update our project design.