

MEETING MINUTES:

Meeting/Project Name:	Wonder Factory A / team 20		
Date of Meeting: (MM/DD/YYYY)	01-19-2017	Time:	05:45-06:45 pm
Minutes Prepared By:	Ahmad Alowais	Location:	Engineering building
1. Meeting Objective			
<ul style="list-style-type: none"> • Discuss the 2nd project design. • Discuss the Individual Post Mortem. 			
2. Attendance at Meeting			
Name	Responsibility	E-mail	Phone
Tim Walter	Team Manager	tjw98@nau.edu	949-2435624
Aron Ake (Absent)	Client Contact	awa@nau.edu	928-853-7482
Mohammed Alqahtani	Website Developer	maa653@nau.edu	928-380-5696
Mohammed Aldosari (Absent)	Budget Liaison	msa96@nau.edu	928-310-2172
Ahmad Alowais	Document Manager	aa2799@nau.edu	928-221-9203
3. Agenda and Notes, Decisions, Issues			
Topic			
<ul style="list-style-type: none"> • Discuss the 2nd project design: <ul style="list-style-type: none"> - Talk about what is the chances of doing the 2nd design , and what design to choose , and how much time it will take to finish it. • Discuss the Individual Post Mortem. <ul style="list-style-type: none"> - Ask some question about the memo and how it should be done and answer some of the question related to the memo.. 			
4. Action needed			
Action			Due Date
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)		Time:	5:30 pm
		Location:	Engineering bulding
Objective:			