**Meeting 1**

**Date:** Saturday September 6th, 2014

**Time:** 4:00 p.m.

**Location:** 241G

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Discuss the project and proposal draft.

**Members:**

* **Yasmin Hussien**
* **Abdulrahman Al-Malki**
* **Mohammed Alsooj**
* **Faisal Al-Mutawa**

**Notes:**

* Need more details from Dr. Shehab

**Tasks before next meeting:**

* Complete and submit the project proposal
* Start assigning survey and website to members preliminarily.

**Meeting 2**

**Date:** Saturday September 13th, 2014

**Time:** 4:00 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Discuss team agreement and website

**Members:**

* **Abdulrahman Al-Malki**
* **Mohammed Alsooj**
* **Faisal Al-Mutawa**
* **Yasmin Hussien**

**Notes:**

* Decided domain provider for the website

**Tasks before next meeting:**

* Complete and submit the team agreement and website
* Start thinking about customer needs

**Meeting 3**

**Date:** Saturday September 20th, 2014

**Time:** 4:00 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Discuss customer needs

**Members:**

* **Abdulrahman Al-Malki**
* **Mohammed Alsooj**
* **Faisal Al-Mutawa**
* **Yasmin Hussien**

**Notes:**

* Decided on interviews
* Created a survey

**Tasks before next meeting:**

* Send out the survey
* Complete and submit the customer needs support

**Meeting 4**

**Date:** Saturday October 25th, 2014

**Time:** 5:00 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Finalize the video and the mini-project design

**Members:**

* **Abdulrahman Al-Malki**
* **Faisal Al-Mutawa**
* **Mohammed Alsooj**
* **Yasmin Hussien**

**Notes:**

* Finished the design on Eagle
* Finished the script of the video

**Tasks before next meeting:**

* Finalize subtitles
* Complete and submit the ethnographic study assignment

**Meeting 5**

**Date:** Saturday November 1st, 2014

**Time:** 5:00 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Start working on the benchmarking assignment

**Members:**

* **Mohammed Alsooj**
* **Abdulrahman Al-Malki**
* **Faisal Al-Mutawa**
* **Yasmin Hussien**

**Notes:**

* Found similar products
* Drafted preliminary metrics

**Tasks before next meeting:**

* Complete and submit the benchmarking assignment

**Meeting 6**

**Date:** Saturday November 15th, 2014

**Time:** 5:30 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Start looking for the components for our design

**Members:**

* **Abdulrahman Al-Malki**
* **Faisal Al-Mutawa**
* **Mohammed Alsooj**
* **Yasmin Hussien**

**Notes:**

* Two possible processors

**Tasks before next meeting:**

* Finalize main components

**Meeting 7**

**Date:** Saturday November 22nd, 2014

**Time:** 5:30 p.m.

**Location:** Blue Area

**Transcriber:** Abdulrahman Al-Malki

**Goal:** Continue looking for components

**Members:**

* **Faisal Al-Mutawa**
* **Yasmin Hussien**
* **Abdulrahman Al-Malki**
* **Mohammed Alsooj**

**Notes:**

* Calculations almost finished
* Budget needs more work

**Tasks before next meeting:**

* Finalize the bill of materials