



Minutes of project meeting [ample electronics]

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|---|-----------------------------------|----------------------------------|
| Subject: | Constructing the new group | |
| Date: | 11/feb/2015 | Time:12 |
| Place: | Room w206 | |
| Chairman: | Benard | Minutes secretary: zak al-rashdi |
| Present: | All | |
| Absent: | - | |
| Information <ul style="list-style-type: none">▪ Discuss about the group▪ Discuss about chosing the chairman and other staff▪ Discuss about the name of the project▪ Discuss about the logo of the project▪ Next meeting | | |
| Decisions <ul style="list-style-type: none">▪ We chose a chairman = benard▪ We ordered the work on employees▪ We chose a name for the team▪ We chose a logo for the project▪ The next meeting in the Friday in 13/feb/2015 in 14:00▪ Agreed to use the dropbox for sharing the info | | |
| Action points | | |
| What? | Who? | When? |
| Making the logo | Mohamed | Next Thursday |
| Sitting up drobox | Benard | Next friday |
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| Next meeting <ul style="list-style-type: none">▪ Date:13/feb/2015▪ Place:w209/w208▪ Time: 3:00 pm | | |
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