

**Minutes No.: 1**

**Project Name/No:** Smart and Environmentally Friendly Design of a Vegetable Growing Farm for Qatar

**College of Engineering**

A. Location: Dose Café, Tawar Mall

Date: 10/09/2022

Time Started: 12:45 PM

Time Adjourned: 01.20 PM

B. Purpose of Meeting: To meet the rest of the team members and introductions. To propose different ideas for the project, set tasks for all team members and have a schedule to follow for the writing of the proposal.

C. Attendees:

Moza Al-Kubaisi

Maha Al-Naimi

Mariam Shrerif

Name of Chairperson: Marim Elhanafy

Guests: N/A

D. Name of Minutes' Recorder: Marim Elhanafy

E. Apologies for Absence: N/A

F. Agenda Topics:

1. Topic 1: Introduction of team members
2. Topic 2: Propose ideas for projects
3. Topic 3: Set tasks and deadlines

Agenda Topic	Discussion	Decision Made	Action to be Taken	Person Responsible	Deadline
#1 Introductions	N/A	N/A	N/A	N/A	N/A

#2 Ideas	1. Gas Leak Detection in Industry 2. Water Pollution 3. Air Pollution	Gas Leak Detection in Industry	Research around the existing solutions of the problem and looking at past literature.	N/A	N/A
#3 Tasks & Deadlines	Parts of the proposal and responsibility of each member in the writing of the proposal.	Every member is assigned the responsibility of writing one part in the proposal and its references when applicable.	Each member must finish the writing of their part before the agreed deadline for further review.	1.1 Ali Al-Marri 1.2 Mostafa M. Abdelnaby 1.3 Mostafa M. Abdelnaby 1.4 Saleh Mohammed	17/10/2019

---

Signature

Minutes' Recorder

---

Signature

Chairperson