King Abdulaziz University Faculty of Engineering-Rabigh Department of XXXX Engineering



Title of Senior Design Project

Advisor Meeting Agenda and Minutes

Team No.: _____

Date : _____

Student Name	Student ID	Signatures

Meeting Agenda						
No.	Topics to be discussed	Presenter	Time (min)			
1						
2						
3						
4						

Key Points Discussed and Decisions					
No.	Topics discussed Decisions				
1					
2					
3					
4					

	Key Points Discussed and Action Items						
No.	Topics discussed	Action Item(s)	Assigned to	Due Date			
1							
2							
3							
4							