

# MEETING MINUTES

## Topic: Upcoming Updates

Thursday , 22<sup>nd</sup> of June, 2017

1:30 pm – 2:00 pm

Minutes recorded by \_\_Sultan Alotaibi\_\_\_\_\_

Meeting called by \_\_Majed Boursli\_\_

Attendees: \_\_\_\_\_All group members\_\_\_\_\_

Table 1. Record of meeting.

<p>1:30 pm to 2:00 pm</p>	<p><b>. Control our Duties, and knows what we did.</b></p> <ul style="list-style-type: none"><li>- Majed ordered the gears and the shafts.</li><li>- Mohammad ordered the bearings, and it suppose to arrive after one week.</li><li>- When these parts arrived, sultan and Mubarak should drop it to the machine shops to manufacture the shafts with gears.</li><li>- Mohammad will meet the client to let her know the upcoming updates.</li></ul>	<p>EGR</p>
---------------------------	---	------------