

MEETING MINUTES

Topic: CAD Package

Friday 7/14/2017

8:00 pm – 10:00 pm

Minutes recorded by Abdullah Alazemi

Meeting called by Abdullah Alazemi

Attendees: Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Abdullah Alazemi and Barjas Aldooseri

Please bring: Laptop, Notes, ideas, etc

Table 1. Record of meeting.

8:00 pm to 9:00 pm	Beginning of the Meeting. <ul style="list-style-type: none">- This meeting has not been schedule, and the team decided to make this meeting due the email that has been received from Dr Oman.- The team is started to check the email and preview the CAD package.	Internet Café
9:00 pm to 9:30 pm	Discuss about the Email. <ul style="list-style-type: none">• The team is reviewing the email, and checking the questions that have been listed.• Some of the team member are reviewing the CAD package and following the questions.• The team is planning to determine the time to finish the CAD package to get the approval from Dr. Oman.	Internet Café
9:30 pm to 10:00 pm	Make Plans for the Next Meeting <ul style="list-style-type: none">• The team is going to have another meeting in the next few days, also the team might have another meeting in the next 2 days to finish the remaining work for the CAD package.	Internet Café

Next formal meeting: 7/17/2017, at Internet Café.