

MEETING MINUTES

Topic: Website Check 3

Tuesday, December 11, 2018

7:00 pm – 8:30 pm

Minutes recorded by Ali Abdullah

Meeting called by Salman Malallah

Attendees: Abdulwahab Zaidan, Ali Abdullah, Omar Alajmi, Salman Malallah.

Table 1. Record of meeting.

7:00 pm	Introductory <ul style="list-style-type: none">Giving Salman all the meeting minutes and all other documents	Engineering Building Computer Labs
7:15 pm	Website Check 3 <ul style="list-style-type: none">Salman uploading all the meeting minutes and other reportsAbdulwahab and Ali review and check Salman's work	Engineering Building Computer Labs
To end (8:30pm)	Plan for next meeting <ul style="list-style-type: none">Figuring out what work can be done through the Winter break	Engineering Building Computer Labs

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	12/11/18
Website Check 3	All Members	12/11/18

Next formal meeting: In Spring 19