

MEETING MINUTES

Topic:

Monday, Dec 3, 2018

6pm am – 8:00 pm

Minutes recorded by Fehaid Almarri

Meeting called by Abdulla almutairi

Attendees: Naser Ahmad Yousef Ahmad

Fehaid Almarri Hamad Almarri Mohammad Abu Karbal Abdullah Almutairi

Table 1. Record of meeting.

3pm to 4pm	CAD model and Final report: <ul style="list-style-type: none">• Working in CAD model individually• Complete our final report	Engineering building
		Engineering building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
CAD model	Abdulla	12/03/18	12/05/18
Final report	Every team member	12/03/18	12/010/18