

MEETING MINUTES

Topic: Group Meeting

Thursday, April, 12 2018

4:00 pm – 5:20 pm

Minutes recorded by Saood Alenezi

Meeting called by Marzouq Alenezi

Attendees: Saood Alenezi, Saoud Alenezi, Hussain Alshammari, Naser Alowaihan, and Marzouq Alenezi

Table 1. Record of meeting.

4:00 pm to 4:10 pm	Begin Meeting <ul style="list-style-type: none">We saw the rubric for the final presentationWe divided the slides between us	Room 120
4:10 pm to 5:00 pm	Working on the PowerPoint <ul style="list-style-type: none">We worked in the PowerPoint and did a research about the new budget.We updated the Gantt Chart and included the tentative schedule for next semester	Room 120
5:00 pm to 5:20 pm	Discuss Next Assignments <ul style="list-style-type: none">We edited and formatted the PowerPointWe checked for any grammar and spelling mistakes	Room 120

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Attend the next meeting	Saood Alenezi	By next meeting

Attend the next meeting	Hussain Alshammari	By next meeting
Attend the next meeting	Marzouq Alenezi	By next meeting
Attend the next meeting	Saoud Alenezi	By next meeting
Attend the next meeting	Naser Alowaihan	By next meeting

Next formal meeting: 23/04/2018, Room 120, Eng