

MEETING MINUTES

Topic: Staff Meeting

Monday, April, 23 2018

4:00 pm – 5:00 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">The client asked us where we at so far with the project	Room 213
4:10 pm to 5:00 pm	Discussing about the project <ul style="list-style-type: none">We showed him the design that we haveHe asked for the forces and the calculationHe recommended some ideas to us	Room 213

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: 26/04/2018, Room 218, Eng