

MEETING MINUTES

Topic: Group Meeting 1

Monday, January,22 2018

2:20 pm – 3:20 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.

2:20 pm to 2:30 pm	Begin Meeting <ul style="list-style-type: none">The team started the meeting at 2:00pm; everyone arrived on time for this meeting.The meeting recorder started to review the most important points that we are going to do in this meeting.	Internet cafe
2:30 pm to 2:50 pm	Discussion about the Meeting <ul style="list-style-type: none">Everyone shared his information to his teammates as his email and his phone number.Each member picked his job for this project	Internet cafe
2:50 pm to 3:20	Discuss Next Assignments <ul style="list-style-type: none">Discuss the next assignment which is project team charterDiscuss where the next meeting will be and be prepared for the team charter assignment.	Internet cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Read the team charter and sign it	Saood Alenezi	By next meeting

Read the team charter and sign it	Hussain Alshammari	By next meeting
Read the team charter and sign it	Marzouq Alenezi	By next meeting
Read the team charter and sign it	Saoud Alenezi	By next meeting
Read the team charter and sign it	Naser Alowaihan	By next meeting

Next formal meeting: 23/01/2018, Room 218, Engineering Building