

MEETING MINUTES

Topic: Staff Meeting

Tuesday, July, 03 2018

11:15 am – 11:30 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.

11:15 am to 11:30 am	Begin Meeting <ul style="list-style-type: none">• We start by showing Dr.Oman and the TA the draft for bill of material and the CAD package• The TA gave us some comments of the BOM and the CAD package• We showed Dr.Oman the analyses that we did and the work that we have done so far.	Room 118
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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: 03/07/2018, Room 230, Eng