

# MEETING MINUTES

## Topic: Staff Meeting

Tuesday, July, 03 2018

3:00 pm – 3:30 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.

<b>3:00 pm to 3:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We begun the meeting by showing our client the work that we have done</li><li>• We showed him the forces that we got regarding to his request</li><li>• He approved for the work that we got</li></ul>	Room 120
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>
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: 05/07/2018, Room 120, Eng**