

MEETING MINUTES

Topic: Group Meeting

Thursday, July, 05 2018

11:00 am – 2:00 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.

| | | |
|-----------------------------|---|----------|
| 11:00 am to 11:10 am | Begin Meeting <ul style="list-style-type: none">We start by looking the rubric for the midpointWe divided the work between us | Room 120 |
| 11:10am to 1:50 pm | Working on the report <ul style="list-style-type: none">We begun working on the reportWe did research for some information regarding our project | Room 120 |
| 1:50 pm to 2:00 pm | Discuss Next meeting <ul style="list-style-type: none">We looked for the project and formatting itWe discuss what are we going to do next meeting | 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: 08/07/2018, Room 224, Eng