

# MEETING MINUTES

## Topic: Group Meeting

Sunday, July, 08 2018

6:00 pm – 7:10 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>6:00 pm to 6:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>We saw the rubric for the mid presentation</li><li>We start working in the powerpoint</li></ul>	Room 120
<b>6:10pm to 7:10 pm</b>	<b>Working on the PowerPoint</b> <ul style="list-style-type: none"><li>Working on the PowerPoint</li><li>Develop the BOM and the CAD</li><li>Develop the Gantt Chart</li><li>Doing the slides and formatting</li></ul>	Room 120

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: 12/07/2018, Room 120, Eng**