

# MEETING MINUTES

## Topic: Group Meeting

Thursday, July, 12 2018

4:00 pm – 5:30 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>4:00 pm to 4:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>We saw the rubric and the email that was sent by Dr.Oman</li><li>We divided the work between us equally</li></ul>	Room 120
<b>4:10pm to 5:30 pm</b>	<b>Working on the Hardware 2</b> <ul style="list-style-type: none"><li>Marzouq and Saood worked on the CAD and BOM</li><li>Hussain, Naser, Saoud worked on the report</li><li>We formatting the report and put all the information together</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: 07/17/2018, Room 224, Eng**