

# MEETING MINUTES

## Topic: Staff Meeting

Tuesday, July, 17 2018

12:00 pm – 12:30 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>12:00 pm to 12:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We showed Dr.Oman the CAD drawing</li><li>• She asked us to changes some mistakes on the CAD</li><li>• She gave us some comments on the report for Chapter 7 and discussed chapter 8</li><li>• She told us that from chapter 1 to chapter 6 were good</li></ul>	Room 224
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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: 19/07/2018, Room 120, Eng**