

# MEETING MINUTES

## Topic: Group Meeting

Friday, June, 15 2018

2:00 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>2:00 pm to 2:30pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>We discussed about the CAD package and the drawing</li><li>We saw the comments that Dr.Oman gave to us</li><li>We Start improving the CAD drawing</li></ul>	Room 120
<b>2:30pm to 3:30 pm</b>	<b>Working on the drawing</b> <ul style="list-style-type: none"><li>Marzouq worked on the drawing</li><li>We worked on the bill of material</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: 20/06/2018, Room 224, Eng**