

MEETING MINUTES

Topic: Staff Meeting

Wednesday, June, 20 2018

11:20 am – 11:40 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.

11:20 am to 11:40 am	Begin Meeting <ul style="list-style-type: none">• We begun by showing Dr.Oman the bill of material and CAD drawing after fixing some comments• We receive some comments on the BOM• We discussed where we at in the project• She gave us some advices for the project	Room 120
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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: 21/06/2018, Room 224, Eng