

MEETING MINUTES

Topic: Group Meeting

Thursday, June, 21 2018

8:00 pm – 9:10 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.

8:00 pm to 8:20 pm	Begin Meeting <ul style="list-style-type: none">We start by looking for the Hardware 1 RubricWe saw some examples for the rubrics	Room 120
8:20pm to 9:10 pm	Working on the Hardware 1 <ul style="list-style-type: none">Working on the Hardware 1Marzouq and Saood working on the CAD drawingDiscussed about the next meeting and formatting the Hardware review 1	Room 120

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: 03/07/2018, Room 120, Eng