

MEETING MINUTES

Topic: Group Meeting

Wednesday, May, 02 2018

10:00 am – 11:00 am

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.

| | | |
|-----------------------------|---|----------|
| 10:00 am to 10:10 am | Begin Meeting <ul style="list-style-type: none">We discussed the prototype and how are we going to do itWe figured out some ideas | Room 120 |
| 10:10 am to 11:00 am | Working on the Prototype <ul style="list-style-type: none">We worked on the prototype and build our design | 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: 03/06/2018, Room 218, Eng