

MEETING MINUTES

Topic: Group Meeting 2

Sunday, February, 04 2018

4:00 pm – 7:00 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.

4:00 pm to 4:30 pm	Begin Meeting <ul style="list-style-type: none">• Discuss the PowerPoint subjects• Divide the subjects between us	Internet cafe
4:30 am to 6:30 am	Working in the slides <ul style="list-style-type: none">• Saood Alenezi did the QFD with customer needs and engineering requirements• Saoud Alenezi did the Gantt Chart and the budget• Naser Alowaihan did the Sponsor description• Hussain Alshammari did the introduction and the project description• Marzouq Alenezi did the research and benchmarking	Internet cafe
6:30 pm to 7:00 pm	Checking the PowerPoint <ul style="list-style-type: none">• Check the power point• Check the formatting• Discuss the next meeting and come up with some sketches	Internet Cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
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5 sketches	Saood Alenezi	By next meeting
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5 sketches	Hussain Alshammari	By next meeting
5 sketches	Marzouq Alenezi	By next meeting
5 sketches	Saoud Alenezi	By next meeting
5 sketches	Naser Alowaihan	By next meeting

Next formal meeting: 2/20/2018, Room 218, Engineering Building