

# MEETING MINUTES

## Topic: Staff Meeting 1

Tuesday, January,23 2018

4:00 pm – 4:20 pm

Minutes recorded by Saood Alenezi

Meeting called by Dr.Sara Oman

Attendees: Saood Alenezi, Saoud Alenezi, Hussain Alshammari, Naser Alowaihan, and Marzouq Alenezi

Table 1. Record of meeting.

<b>4:00 pm to 4:20pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• We discuss with Dr.Oman about our project and she gave us some ideas</li><li>• Discuss chapter 1 for the presentation and the report which are the Intro, project description and original system</li><li>• Discuss chapter 2 which are the customer needs and Engineering requirement</li><li>• Discuss chapter 3 which are the existing designs, system level, subsystem level, and functional decomposition.</li><li>• The presentation will be in two weeks: 8-12 minutes</li></ul>	Room 218
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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: 28/01/2018, Internet Cafe, Engineering Building**