

# MEETING MINUTES

## Topic: Staff Meeting 2

Thursday, January, 25 2018

10:00 am – 11:00 am

Minutes recorded by Saood Alenezi

Meeting called by Dr. John Tester

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

Table 1. Record of meeting.

<b>10:00 am to 10:30 am</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>• Discuss our project and what is it about</li><li>• He showed us the device and what should we design for this project</li></ul>	Internet cafe
<b>10:30 am to 11:00 am</b>	<b>Discussion about the project</b> <ul style="list-style-type: none"><li>• He told us what the engineering requirements should be</li><li>• He gave us two options which are Hydraulic Cylinder or Electrical Motor</li><li>• He told us the project will be analytical</li></ul>	Internet cafe

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: 23/01/2018, Internet Cafe, Engineering Building**