

# MEETING MINUTES

## Topic: Group Meeting 5

Thursday, March, 15 2018

7:20 pm – 8:30 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.

<b>7:20 pm to 7:30 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>We discuss about the assignment</li><li>Everyone choose a subject to add to the project</li></ul>	Internet cafe
<b>7:30 pm to 8:20 pm</b>	<b>Working in the assignment</b> <ul style="list-style-type: none"><li>Each member did his research about his subject</li><li>Each member worked in his part</li></ul>	Internet cafe
<b>8:20 pm to 8:30</b>	<b>Discuss Next Assignments</b> <ul style="list-style-type: none"><li>We discuss what should we do for the next assignment</li></ul>	Internet cafe

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>
Read the team charter and sign it	Saood Alenezi	By next meeting

Read the team charter and sign it	Hussain Alshammari	By next meeting
Read the team charter and sign it	Marzouq Alenezi	By next meeting
Read the team charter and sign it	Saoud Alenezi	By next meeting
Read the team charter and sign it	Naser Alowaihan	By next meeting

**Next formal meeting: 27/03/2018, Room 218, Eng**