

MEETING MINUTES

Topic: Group Meeting 3

Friday, March, 2 2018

4:00 pm – 7:00 pm

Minutes recorded by Saood Alenezi

Meeting called by Hussain Alshammari

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

Table 1. Record of meeting.

4:00 pm to 4:30pm	Begin Meeting <ul style="list-style-type: none">• Discuss the preliminary report assignment• Divide the work between us	Internet Cafe
4:30 pm to 7:00pm	Working in the report <ul style="list-style-type: none">• Hussain Alshammari worked in chapter 1• Marzouq Alenezi worked in chapter 2• Saood Alenezi worked in chapter 3• Naser Alowaihan and Saoud Alenezi worked in chapter 4	Internet Cafe

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: 05/03/2018, Internet Cafe, Engineering Building