

MEETING MINUTES

Topic: Group Meeting 4

March, 04 2018
4:00 pm – 6:00 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 presentation assignment• Divide the slides between us	Internet Cafe
4:30 pm to 5:30pm	Working in the PowerPoint <ul style="list-style-type: none">• Hussain Alshammari worked in the Introduction and project description• Marzouq Alenezi worked in decomposition and the designs• Saood Alenezi worked in the selected design and Pugh Chart• Naser Alowaihan worked in Sponsor and client information• Saoud Alenezi worked in budget and Gantt Chart	Internet Cafe
5:30 pm to 6:00pm	Practicing <ul style="list-style-type: none">• We practice the presentation and check the time for presenting• we discuss the next assignment which is analytical analyses	Internet Cafe

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
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Attend the next meeting	Saood Alenezi	By next meeting
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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: 15/03/2018, Internet Cafe, Engineering Building