

MEETING MINUTES

Topic: Group Meeting

Thursday, June, 07 2018

11:00 am – 12:10 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.

11:00 am to 11:10 0m	Begin Meeting <ul style="list-style-type: none">We saw the rewrite proposal reportWe found a solution for the angles for the pipes	Room 120
11:10pm to 12:00 pm	Working on the report <ul style="list-style-type: none">We begun working on the reportWe did research for some information regarding our project	Room 120
12:00 pm to 12:20 pm	Discuss Next meeting <ul style="list-style-type: none">We discuss what are we going to do next meetingWe agreed that everybody works on the report on the Google Doc	Room 120

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: 13/06/2018, Room 224, Eng