# MEETING MINUTES

Topic: Staff Meeting

## Tuesday, July, 31 2018

**12:00 pm – 12:20 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.**

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| **12:00 pm to 12:20 pm** | **Begin Meeting*** We showed Dr.Oman CAD drawing and FEA ansys
* We discussed the FEA ansys results and analyses calculation
 | Room 224 |

**Table 2. Tasks Assigned.**

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| **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: 31/07/2018, Room 120, Eng**