# MEETING MINUTES

Topic: Meeting Minutes

## Wednesday, August, 1 2018

**4:00 pm – 5:00 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.**

|  |  |  |
| --- | --- | --- |
| **4:00 pm to 5:00 pm** | **Begin Meeting*** We looked over the comments that Dr.Oman gave us for the poster and manual operation
* We edited some details and add some points to the poster
* We submitted the final poster draft and manual operation
 | 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: 06/08/2018, Room 120, Eng**