

MEETING MINUTES

Topic: Meeting Minutes

Monday, July, 23 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 <ul style="list-style-type: none">• We looked over the poster and manual operation rubrics• We begun doing the poster and add some points• We looked over the operation manual and begun doing it	Room 224
---------------------------	--	----------

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: 31/07/2018, Room 120, Eng