

# MEETING MINUTES

## Topic: Prepare for Next Staff Meeting

Monday, January 29<sup>th</sup> 2018

8:00 pm – 9:00 pm

Minutes recorded by Yousef Alazmi

Meeting called by Eisa Almutairi

Attendees: Yousef Alazmi, Zaid Almutairi, Dhari Alshammari and Eisa Almutairi

Table 1. Record of meeting.

<b>8:00 pm to 8:10 pm</b>	<b>Begin Meeting</b> <ul style="list-style-type: none"><li>The purpose of this meeting is to prepare for the next staff meeting.</li></ul>	internet café/ Engineering Building
<b>8:10 pm to 8:30 pm</b>	<b>Working on preparing for next staff meeting</b> <ul style="list-style-type: none"><li>Reviewing the final report and discussed how to improve it by fixing grammar and language errors.</li><li>Discussed the final design alternative and its application.</li></ul>	internet café/ Engineering Building
<b>8:30 pm to 8:55</b>	<b>Continue ~ preparing for next staff meeting</b> <ul style="list-style-type: none"><li>Team worked on updating the grant chart. Team worked on preparing a draft summarizing their recent up to date work for next staff meeting.</li></ul>	internet café/ Engineering Building
<b>8:55 pm to 9:00 pm</b>	<b>Plan for the Next Meeting</b> <ul style="list-style-type: none"><li>Have grant chart completed.</li><li>Have a draft report for the following staff meeting.</li></ul>	internet café/ Engineering Building

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Work on updating the grant chart	Yousef Alazmi	By next meeting	February 5 <sup>th</sup>
Work on preparing a draft report for next staff meeting.	Zaid Almutairi	By next meeting	February 5 <sup>th</sup>
Work on updating the grant chart	Dhari Alshammari	By next meeting	February 5 <sup>th</sup>
Work on preparing a draft report for next staff meeting.	Eisa Almutairi	By next meeting	February 5 <sup>th</sup>

**Next formal meeting: February 5<sup>th</sup>, internet cafe, Engineering Building**