

Minutes of Meeting

2:00-3:00 p.m : time Online : Place 2021 / 2 / 3 : Date Wednesday : Day

: Main Meeting Members ■

Attendance	Role	Name	⌚	Attendance	Role	Name	⌚
P	Chairman 2 nd Alternative	Dr. Hala AlAbbasi	5	-	Chairman	Mr. Rami AlTurki	1
P	2 nd Alternative to Financial Supervisor	Mr. Ahmad AlRammah	6	P	Chairman 1 st Alternative	Dr. Samar AlHayek	2
P	1 st Alternative to Vice Chairman	Dr. Anood AlMudaiheem	7	-	2 nd Alternative to Vice Chairman	Mrs. Sara AlMoosa	3
P	Member	Dr.Kholod Alazmi	8	P	Financial Supervisor	Mr. Hamad AlKaltham	4

:Invitee ■

Attendance	Role	Name	⌚	Attendance	Role	Name	⌚
P	Invitee	Mr. Nigel Penny	2	P	Coordinator	AlHanouf AlOtaishan	1

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Recommendations	Assigned to	Date	Done	Point	↑
Discuss hiring a program manager to drive the events “to develop the plan”	Mr. Nigel	Jan.29	Done	Roadmap	1
Invite all the members to know who wants to be included in the executive committee to participate and share knowledge. And who will remain in the consult group.	All			Dividing the tasks	2
Convert the work into a Microsoft project.	Mr. Ahmad			Gantt Chart	3
Collecting CVs. After meeting with Mr. Rami, interviewing candidates to hire a project manager.	Dr. Samar			Project Manager	4
					5

Next Meeting:
Undetermined