MEETING MINUTES

# Topic: GROUP MEETING

## Thursday, March 5, 2020

## 4:45 pm – 10:35 pm

**Minutes recorded by Lahdan Alfihan.**

**Meeting called by** **Abdallah Almarri**

Attendees: All Members.

Please bring: Laptops.

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:30 pm to 4:30 pm  | **Discussion of Presentation*** Discussion led by Abdallah Almarri
* Practice before the presentation
 |  **Eng. Building** |
| 8:00pm to 10:15 pm | Discussion of Hardware review* Each team member gave an idea
 | **Eng. Buliding**  |
| 10:15 pm to end | Plan for next meeting* Having the hardware review submitted
* All agreements.
 | **Eng. Building**  |

Table . Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Hardware review | All Team | 3/6/2020 |  |

**Next formal meeting: 3/13/2020, Engineering Building, at 2:30pm.**