MEETING MINUTES

# Topic: GROUP MEETING

## Monday, December 2, 2019

## 3:30 pm – 5:00 pm

**Minutes recorded by Lahdan Alfihan.**

**Meeting called by** **Meshal Alghammas**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:30 pm to 4:40 pm  | **Discussion of the Prototype*** Finalize the prototype before the deom,
* Start working on the summary of the prototype
 |  **Room,101** |
| 4:40 pm to 5:00 pm | Discussion of material* check the summary prototype
 | **Room,101** |
| 5:50 pm to end | Plan for next meeting.**END OF SEMESTER** | **Room,101** |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
|  | All Team |  |  |