

# MEETING MINUTES

## Topic: GROUP MEETING

Thursday, March 20, 2020

4:30 pm – 9:30 pm

Minutes recorded by Meshal Alghammas

Meeting called by Mohammed Janshah

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

<b>4:30 pm to 5:30 pm</b>	<b>Discussion of Implementation Memo II</b> <ul style="list-style-type: none"><li>• Discussion led by Meshal Alghammas</li><li>• Working on the Implementation Mmeo</li></ul>	<b>Home</b>
<b>5:30pm to 9:10 pm</b>	<b>Discussion of Project</b> <ul style="list-style-type: none"><li>• Each team member gave an idea</li><li>• Working together on the project</li></ul>	<b>Home</b>
<b>9:10 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Having all the ready to submit</li><li>• All agreements.</li></ul>	<b>Home</b>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Project	All Team	3/27/2020	

Next formal meeting: 3/27/2020, Zoom, at 4:30pm.