

MEETING MINUTES

Topic: GROUP MEETING

Saturday, April 3, 2020

4:30 pm – 8:30 pm

Minutes recorded by Mohammed Janshah

Meeting called by Meshal Alghammas

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

4:30 pm to 5:30 pm	Discussion of Video Pitch <ul style="list-style-type: none">• Discussion led by Mohamed Janshah• Working on the video	Zoom
5:30pm to 8:10 pm	Discussion of UGRADS poster presentation <ul style="list-style-type: none">• Each team member gave an idea• Working together on the task	Zoom
8:10 pm to end	Plan for next meeting <ul style="list-style-type: none">• Having all the ready to submit• All agreements.	Zoom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
UGRADS & VIDEO	All Team	4/19/2020	

Next formal meeting: 4/15/2020, Zoom, at 4:30pm.