

# MEETING MINUTES

## Topic: GROUP MEETING

Wednesday, April 15, 2020

4:30 pm – 7:30 pm

Minutes recorded by Lahdan Alfihan

Meeting called by Abdullah Almarri

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

<b>4:30 pm to 7:10 pm</b>	<b>Discussion of Final Presentation</b> <ul style="list-style-type: none"><li>• Discussion led by Lahdan Alfihan</li><li>• Working on the PowerPoint</li></ul>	<b>Zoom</b>
<b>7:10 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Having everything cleared up.</li><li>• All agreements.</li></ul>	<b>Zoom</b>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Final presentation	All Team	4/23/2020	

**Next formal meeting: 4/23/2020, Zoom, at 4:30pm.**