

# MEETING MINUTES

## Topic: GROUP MEETING

Saturday, May 2, 2020

4:30 pm – 9:00 pm

Minutes recorded by Mohammed Janshah

Meeting called by Lahdan Alfihan

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

<b>4:30 pm to 6:30 pm</b>	<b>Discussion of final CAD</b> <ul style="list-style-type: none"><li>• Discussion led by Mohammed Janshah</li><li>• Working on the Task</li></ul>	<b>Zoom</b>
<b>6:30pm to 8:30 pm</b>	<b>Discussion of website check</b> <ul style="list-style-type: none"><li>• Each team member gave an idea</li><li>• Working together on the task</li></ul>	<b>Zoom</b>
<b>8:30 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Having everything ready</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>
CAD & Website check.	All Team	5/3/2020	

Next formal meeting: 5/5/2020, Zoom, at 4:30pm.