

# MEETING MINUTES

Topic: Presentation Discussion

**Sunday 07/09/2017**

**3:00 pm – 5:00 pm**

**Minutes recorded by** Mohammad Alkhaldi

**Meeting called by** Mohammad Alkhaldi

**Attendees:** Saud Almutairi, Mohammad Alajmi, Mahdi Alajmi, Abdullah Alazemi and Barjas Aldooseri

**Please bring:** Laptop, Notes, ideas, etc

**Table 1. Record of meeting.**

<b>3:00 pm to 4:00 pm</b>	<b>Beginning the Meeting.</b> <ul style="list-style-type: none"><li>• The team started to work on the slides for the presentation.</li><li>• Also, some suggestions made about the potential time for the presentation and how we could manage the time between the slides.</li></ul>	Internet Café
<b>4:00 pm to 4:30 pm</b>	<b>Discussion about Presentation.</b> <ul style="list-style-type: none"><li>• The team started to work on the presentation.</li><li>• The slides have been distributed equally between the team members, and each one will going to have his own slides for his task.</li><li>• The team started to record the time for the presentation.</li><li>• Also the team is trying to edit the presentation by follow the rubric of the presentation in the BBlearn.</li></ul>	Internet Café
<b>4:30 pm to 5:00 pm</b>	<b>Make Plans for the Next Meeting</b> <ul style="list-style-type: none"><li>• Next team meeting is going to be in the following week, which almost all of the team member agreed about making it in the next Sunday</li></ul>	Internet Café

**Next formal meeting: 07/16/2017, at Internet Café.**