

MEETING MINUTES

Topic: Presentation 3

Wednesday, November 14, 2018

7:00 pm – 10:00 pm

Minutes recorded by Ali Abdullah

Meeting called by Ali Abdullah

Attendees: Abdulwahab Zaidan, Ali Abdullah, Omar Alajmi, Salman Malallah.

Table 1. Record of meeting.

7:00 pm	Introductory <ul style="list-style-type: none">Breaking down the presentation and assign every topic to a team member	Engineering Building Computer Labs
7:30 pm	Presentation 3 <ul style="list-style-type: none">Every member start the assigned topicPracticing on presenting	Engineering Building Computer Labs
To end (10:00pm)	Plan for next meeting <ul style="list-style-type: none">Planning to start on final report	Engineering Building Computer Labs

Table 2. Tasks Assigned.

Task	Person Assigned	Date Complete
Turn in minutes	Ali Abdullah	11/14/18
Presentation 3	All Members	11/19/18

Next formal meeting: 11/21/18, Downstairs, Engineering Building, Computer Labs at 5:00 pm.