

## Meeting Minutes

**Date: 7-3-2018**

**Time: 05:15-8:00 PM**

**Attended: All Team Members**

**Topics:**

1. Presentation slides
  2. Presentation practice
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### **Executive Summary**

Purpose of this meeting was to finalize the presentation, and to decide what to discuss in the presentation. In this meeting, we have finalized the presentation flow, making of presentation and split the slides between the members individually.

### **Presentation Style**

At the beginning of the meeting we have finalized the style of presentation. We have look out on the rubric of the presentation. Then, we start make the theme of the slides. After that the team find out all the details like what we are going to write in the presentation to discuss it before through it in the slides.

### **Presentation Making and Flow**

Making of presentation has done in this meeting as well. The team after divide all the work each member came up with his slides, Abdulrahman and Mohammed start taking the slides from each member and put them together.