

Meeting minutes

Topic: Practicing for presentation 2

Tuesday, Feb 27^h 2018
7:15 pm – 8:35 pm

Minutes recorded by: Faisal Alfares

Meeting called by: All team members

Attendees: Abdulrahman Almohammad, Fawaz Aladwani, Faisal Alfares, Abdullah Bouhamad and Abdullah Aljaafar.

Table 1. The team meeting.

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|---------------------------|---|-------------------------------------|
| 7:15 pm to 7:30 pm | Beginning of meeting <ul style="list-style-type: none">• Each team member showed his work for the presentation.• Each one gave his question to the group members to answer.• One of the team members shared all the team members in the presentation pptx. | Engineering building Rm. 120 |
| 7:30 pm to 8:05 pm | Project discussion <ul style="list-style-type: none">• Working on the slides.• Making sure everything on slides looks good.• Adding the final touches. | Engineering building Rm. 120 |
| 8:05 pm to 8:35 pm | Schedule the next team meeting <ul style="list-style-type: none">• Each one presents what he will say during the presentation day. | Engineering building Rm. 120 |