MEETING MINUTES

# Topic: GROUP MEETING

## Friday, February 21, 2020

## 2:30 pm – 5:35 pm

**Minutes recorded by Mohammed Janshah.**

**Meeting called by** **Abdullah Almarri.**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 4:30 pm to 5:10 pm  | **Discussion of Implementation Memo*** Discussion led by Mohammed Janshah.
* Discuss the Implementation Memo
 |  **Home** |
| 5:10pm to 5:35 pm | Discussion of assignment * Each team member gave an idea
 |  **Home**  |
| 5:35 pm to end | Plan for next meeting* Having the assignment done
* Submit the Implementation Memo
* All agreements.
 | **Home**  |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Implementation Memo | All Team | 2/28/2020 |  |

**Next formal meeting: 2/28/2020, Home, at 2:30pm.**