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.**