MEETING MINUTES

# Topic: GROUP MEETING

## Friday, January 24, 2019

## 2:30 pm – 5:30 pm

**Minutes recorded by Mohammed Janshah.**

**Meeting called by** **Lahdan Alfihan.**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 2:30 pm to 3:30 pm  | **Discussion of building*** Discussion led by Lahdan Alfihan.
* Go over the materials.
 |  **Home** |
| 3:30 pm to 4:25 pm | Discussion of materials* Deciding which materials are we going to purchase.
* Deciding who will go to purchase the materials that we will use.
 | **Home** |
| 4:25 pm to end | Plan for next meeting* Having as much as we can of the project done.
 |  **Home** |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Build the project | All Team | asap |  |

**Next formal meeting: 1/31/2020, Home, at 2:30 pm.**