MEETING MINUTES

# Topic: GROUP MEETING

## Friday, January 31, 2019

## 3:30 pm – 6:30 pm

**Minutes recorded by Meshal Alghammas.**

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

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:15 pm to 4:35 pm  | **Discussion of the Project** * Check the last update of the project
* Go over the project, check if there is improvement needed for each part.
 |  **Home** |
| 4:35 pm to 5:20 pm | Discussion of material* Discuss of delayed materials.
 |  **Home** |
| 5:20 pm to end | Plan for next meeting* Have 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 | 3/23/2020 |  |

**Next formal meeting: 2/7/2020, Home, at 2:30 pm.**