MEETING MINUTES

# Topic: GROUP MEETING

## Monday, October 21, 2019

## 76:30 pm –9:00 pm

**Minutes recorded by Meshal Alghammas.**

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

Attendees: All Members.

Please bring: Laptops.

Table . Record of meeting.

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| 7:30 pm to 8:30 pm  | **Discussion of Technical Analysis*** Discussion led by Abdullah Almarri.
* Preparing for helping each other on each task.
* Go over the technical Analysis.
 |  **Room,101** |
| 8:30 pm to 8:55 pm | Discussion of Report* Divide All tasks.
* Each person shares an idea.
 | **Room,101** |
| 11:35 pm to end | Plan for next meeting* Discuss for Individual Analysis Report.
* All agreements.
 | **Room,101** |

Table . Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Research for Individual analysis report and discuss each person part. | All Team | 10/28/19 |  |

**Next formal meeting: 10/28/19, Engineering Building TBD, at 7:30pm.**