MEETING MINUTES

# Topic: GROUP MEETING

## Monday, October 7, 2019

## 3:30 pm – 4:30 pm

**Minutes recorded by Mohammed JANSHAH.**

**Meeting called by** **Mohammed Janshah.**

Attendees: All Members.

Please bring: Laptops.

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:30 pm to 4:00 pm | **Discussion of Presentation**   * Discussion led by Mohammed Janshah. * Preparing for presentation. * Last check before submit it. | Room 201 |
| 4:00 pm to 4:20 pm | Practice of presentation  * Done the practice. * Doing change some notes. | Room 201 |
| 4:20 pm to end | Plan for next meeting  * Working on Preliminary report. * All team agreement. | Room 201 |

Table . Tasks Assigned.

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| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Working on Preliminary report. | All Team | 10/18/19 |  |

**Next formal meeting: 10/11/19, Lahdan House, at 9:00pm.**