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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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.**