MEETING MINUTES

# Topic: GROUP MEETING

## Friday, October 18, 2019

## 4:45 pm – 11:45 pm

**Minutes recorded by Abdullah Almarri.**

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

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 4:45 pm to 10:45 pm  | **Discussion of Preliminary Report*** Discussion led by Abdullah Almarri.
* Preparing for helping each other on each task.
* Complete the Preliminary Report.
 |  **Room,101** |
| 10:45pm to 11:35 pm | Discussion of Report* Done All tasks.
* Each person given an idea.
* Check with work.
* Submit The report.
 | **Room,101** |
| 11:35 pm to end | Plan for next meeting* Discuss for Individual Analysis Report.
* All agreements.
 | **Room,101** |

Table 2. 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.**