

MEETING MINUTES

Topic: GROUP MEETING

Friday, March 27, 2020

4:30 pm – 8:30 pm

Minutes recorded by Abdullah Almarri

Meeting called by Lahdan Alfihan

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

4:30 pm to 7:30 pm	Discussion of Implementation Memo II <ul style="list-style-type: none">• Discussion led by Abdullah Almarri• Working on the Implementation Mmeo II	Zoom
7:30pm to 8:10 pm	Discussion of website check 2 <ul style="list-style-type: none">• Each team member gave an idea• Working together on the website.	Zoom
8:10 pm to end	Plan for next meeting <ul style="list-style-type: none">• Having all the ready to submit• All agreements.	Zoom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Implementation Memo II	All Team	4/3/2020	

Next formal meeting: 3/4/2020, Zoom, at 4:30pm.