

MEETING MINUTES

Topic: GROUP MEETING

Thursday, April 23, 2020

4:30 pm – 10:30 pm

Minutes recorded by Meshal Alghammas

Meeting called by Abdullah Almarri

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

4:30 pm to 7:30 pm	Discussion of Operation/Assembly Manual <ul style="list-style-type: none">• Discussion led by Meshal Alghammas• Working on the Task• Assign each person with parts	Zoom
7:30pm to 10:10 pm	Discussion of Design Project Proposal 2 <ul style="list-style-type: none">• Each team member gave an idea• Working together on the task• Assign each person with parts	Zoom
10:10 pm to end	Plan for next meeting <ul style="list-style-type: none">• Having everything ready• All agreements.	Zoom

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Operation & Project proposal2.	All Team	5/1/2020	

Next formal meeting: 5/2/2020, Zoom, at 4:30pm.