MEETING MINUTES

# Topic: Project Requirements

## Date: 27, Feb, 2021

## Time Difference in each country ( Kuwait , Qatar , USA AZ , China , Saudi Arabia )

**Minutes recorded by** Musaed

**Meeting called by** Team

**Attendees: All Team**

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| Time 4 PM - 4:30 PM | **Discussion**The team had a meeting to practice on the presentation as they are teaming up and knowing each other for the first time  | MicrosoftTeams  |
| Time 4:30 PM – 5:30 PM | **Discussion of**  Team decided and trained well and decided to meet again to practice more sometime if they have the chance and time  | MicrosoftTeams  |
| Time  | Content for Instructor MeetingNo meeting with the instructor in this presentation week.  | MicrosoftTeams  |
| Remaining minutes |  After being done with the presentation the Team had some questions about the next presentation and tasks and the website  | MicrosoftTeams  |