MEETING MINUTES

# Topic: Project Requirements

## Date: 01, March, 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 9 AM – 10 am  | **Discussion**Team must know everything will be needed for the report and try to complete the website tasks  | MicrosoftTeams  |
| Time 10 am – 10:30  | **Discussion of**  Team divided work and each started on his task  | MicrosoftTeams  |
| Time 4 march 9:30 – 10 am  | Content for Instructor MeetingHad meeting with Dr Willy as a team and asked some good question about the upcoming hw’s  | MicrosoftTeams  |
| Remaining minutes |  Team knew what to do for the upcoming hw’s and decided to work immediately  | MicrosoftTeams  |