MEETING MINUTES

# Topic: Project Requirements

## Date: 25, Mar, 2021

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

**Minutes recorded by** Chujian Wang

**Meeting called by** Omer

**Attendees: All Team and Dr. Willy**

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| Time 9: 00AM - 9:20 AM | **Discussion**Team reading the requirements of final presentation | MicrosoftTeams  |
| Time 9:20 AM – 9:30 AM | **Discussion** Communicate the details of the requirements, assign each person’s tasks, and develop a team plan | MicrosoftTeams  |
| Time  | Content for Instructor Meeting | MicrosoftTeams  |
| Remaining minutes |  Create outline and ppt in team shared drive | MicrosoftTeams  |