MEETING MINUTES

# Topic: Project Requirements

## Date: 24, Mar, 2021

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

**Minutes recorded by** Chujian Wang

**Meeting called by** Team

**Attendees: All Team**

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| Time 4 PM - 4:30 PM | **Discussion**  Practice for the March 25th final presentation | Microsoft  Teams |
| Time 4:30 PM – 5:30 PM | **Discussion of**  Practice for the March 25th final presentation | Microsoft  Teams |
| Time | Content for Instructor Meeting No meeting with the instructor in this presentation week. | Microsoft  Teams |
| Remaining minutes | After being done with the practice of presentation, the team decided to meet 20 minutes before class time for one more warm-up practice. | Microsoft  Teams |