

Meeting Minutes

Date: 7-31-2018

Time: 05:15-9:00 PM

Attended: All Team Members

Topics:

1. First Draft of Poster
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Executive Summary

This meeting was scheduled to work on the first draft of poster. The work has been divided between the group members equally. However, each team member did his assigned tasks on this assignment.

First Draft of Poster Meeting

The team gathered to discuss the poster sections provided on the template. After each member done with the assigned sections, the team cooperates together to see everyone else's section and provided feedback, which helped to get a good grade for the first draft of poster. Finally, after the team done from the draft of poster we met on staples to print the poster in order to present on August 2nd.