MEETING MINUTES

# Topic: GROUP MEETING

## Thursday, March 13, 2020

## 3:30 pm – 8:30 pm

**Minutes recorded by Lahdan Alfihan**

**Meeting called by** **Mohammed Janshah**

Attendees: All Members.

Please bring: Laptops.

Table 1. Record of meeting.

|  |  |  |
| --- | --- | --- |
| 3:30 pm to 4:30 pm  | **Discussion of Poster*** Discussion led by Mohammed Janshah
* Working on the draft poster
 |  **Home** |
| 4:30pm to 8:10 pm | Discussion of Hardware review* Each team member gave an idea
* Working together on the task
 |  **Home**  |
| 8:10 pm to end | Plan for next meeting* Having all the task submitted
* All agreements.
 | **Home**  |

Table 2. Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Draft Poster | All Team | 3/13/2020 |  |

**Next formal meeting: 3/23/2020, Home, at 3:30pm.**