MEETING MINUTES

# Topic: GROUP MEETING

## Monday, October 14, 2019

## 7:45 pm – 9:00 pm

**Minutes recorded by Abdullah Almarri.**

**Meeting called by** **Abdullah Almarri.**

Attendees: All Members.

Please bring: Laptops.

Table . Record of meeting.

|  |  |  |
| --- | --- | --- |
| 7:45 pm to 8:35 pm  | **Discussion of Preliminary Report*** Discussion led by Abdullah Almarri.
* Preparing for helping each other on each task.
* Give each Two member a task to work on it.
 |  **Room,201** |
| 8:35pm to 8:55 pm | Discussion of Report* Done some task.
* Each person given an idea.
* Check with work.
 | **Room,201** |
| 8:55 pm to end | Plan for next meeting* Working on Preliminary report.
* All team agreement.
 | **Room,201** |

Table . Tasks Assigned.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Working on Preliminary report. | All Team | 10/18/19 |  |

**Next formal meeting: 10/18/19, Engineering Building TBD, at 4:45pm.**