



Meeting Minutes

Date: 2 December 2019

Time: 10:15 AM

Location: 204S Conference Room

Attendees: Maryam Al-Emadi, Noof Al-Sayed, Roqayya AlYousef, Fatima Al-Janahi

Absences: -

Agenda:

- Organize the flow of Final Presentation.
- Gather the data on the progress made regarding the project.
- Improve the quality and visuals of the Presentation.

Actions:

- Discuss the important points of the presentation.
- Divided the presentation slides among team members.
- Focused on adding more performance criteria, design constraint and risks and Standards.
- Emphasized on the progress made on the project and next semester plans.
- Looked for unique theme for our presentation.

Next Steps:

- Each member creates their own points to put on the slides.
- Practice for the Final Presentation.
- Updating the website.