



Meeting Minutes

Date: 6 December 2019

Time: 5:00 PM

Location: Phone Call (Virtually)

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

Absences: -

Agenda:

- Discuss the final report.
- Focus on new chapters from rubric.
- Decide on ECEN courses that have a link to our project.
- Distribute the tasks, who will do what.

Action items:

- Discussed things that will be included in our report.
- Discussed our previous papers that need some modifications.
- Took into consideration a comment made in our presentation to include a new standard related to agriculture and will search more on that.
- ECEN courses that will be included.
- Decided on things that will be included in each chapter of the final report.
- Decided that we will write chapter 5 together.
- Things that will be included in the final report from our previous papers.

Next steps:

- Review the final report, go through what everyone wrote.
- Go through chapter 5 from the rubric.
- Submit the final report.
- Update the website.
- The progress that will be made during the break.