

**Meeting Topic:** Finalize Customer Needs and Website

**Location:** Zoom meeting

**Week:** 2

**Date:** Thursday May 30, 2024

**Time:** 3:00-3:20 pm

**Attendance:**

- Ahmad Al-Ibrahim
- Aysha Al-Suwaidi
- Noora Al-Muhannadi
- Noof Al-Meghessib

**Absence:**

- Ibrahim Al-Naimi

**Agenda:**

- Take a look at the website.
- Survey for customer needs.
- Discuss about the presentation.
- Discuss the upcoming assignments.

**Actions:**

- Follow what happened regarding IRB.
- Take a look at the website with the mentor.
- Start taking results for benchmarking assignments.
- Talk further about what we have left for the upcoming assignments.

**Notes:**

- Website will be ready on Sunday.
- Start working on the presentation.
- Change the survey responses (no gender).
- Try to finish the video by Sunday (No longer than 10 mins).

**Upcoming Meetings:**

Monday June 3, 3pm

Thursday June 6, 3pm