

**Meeting Topic:** Team Agreement and Proposal

**Location:** Zoom meeting

**Week:** 1

**Date:** Thursday May 23, 2024

**Time:** 3:00-3:30pm

**Attendance:**

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

**Agenda:**

- Check assigned work with Miss Lilia.
- Discuss project title/nickname.
- Ask about equipment and budget.

**Actions:**

- Start/ finish working on assignments to be done by Saturday morning for feedback.
- Deadlines were assigned by the professor to be Sunday, May 26.
- Talk about the importance of background information and introduction in the proposal.
- Discuss the Nickname of the project.
- Talk more about the timeline assignment.

**Notes:**

- Finalize the assigned work.
- Check about the Mentor name.
- Mis Lilia will Double check about equipment/ Budget/ syllabus/ bench marking/ Deadlines.

**Upcoming Meetings:**

Monday, May 27, 3pm

Thursday, May 30, 3pm