

Meeting Agenda

Date: Mon | 09-10-2023 at 4:00PM

Place: In Telegram call

Time duration: 1:30h maximum

Attendees: All group members

Agenda

- INTRODUCTION (5min)
 - a. Rafeef will take attendance and tell if some members have apologised in advance for their absence.
 - b. Rafeef will read the minutes from last meeting.
- NEW BUSINESS (55min)
 - a. Each member will send their task.
 - b. each member will read and explain.
 - c. take feedback and discuss from other members.
- PROGRAM PLAN (3min)
 - a. Everyone will review the syllabus.
 - b. Overview the program's timeline.
- CONCLUSION (2min)
 - a. Determine when next meeting will be held.

BY ALIAA &
RAGHAD ALSUHAIBANI

