

Meeting Agenda

Date: WED|15-11-2023 at 4:30PM

Place: In Telegram call

Time duration: 90min maximum

Attendees: All group members

Agenda

- INTRODUCTION (3min)
 - a. Rafeef will take attendance and tell if some members have apologised in advance for their absence.
- NEW BUSINESS (70min)
 - a. Each member will send their task.
 - b. each member will read and explain their work.
 - c. take feedback and discuss from other members.
 - d.Task Assignment and Deadlines.
- 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 ALYAEESH

