

Team Google Meeting Timetable & Instructions

Team Leaders

- HTML Team Leader: Abdulhadi Shueb
- CSS Team Leader: Charlene
- JavaScript Team Leader: Bryan

Google Meeting Weekly Timetable

HTML Team

- Meeting Day: Monday
- Time: 7:00 PM – 8:00 PM
- Leader: Abdulhadi Shueb

CSS Team

- Meeting Day: Wednesday
- Time: 7:00 PM – 8:00 PM
- Leader: Charlene

JavaScript Team

- Meeting Day: Friday
- Time: 7:00 PM – 8:00 PM
- Leader: Bryan

Instructions: How to Create & Conduct Google Meetings

1. Go to: <https://meet.google.com>
2. Click “New Meeting”.
3. Choose “Create a meeting for later” or “Start an instant meeting”.
4. Copy the meeting link and send it to your team WhatsApp group.
5. Team Leader should:
 - Start the meeting 5 minutes early.
 - Record attendance.
 - Share screen to review code, tasks, and updates.
 - Assign tasks after discussion.
6. Team Members should:
 - Join on time.
 - Mute microphone when not speaking.
 - Be ready with updates or questions.

General Rules

- Meetings are for project development only.
- Respect everyone's time—be punctual.
- Use “Raise Hand” feature to speak when in a large group.
- Keep discussions focused on the current task.