

Minutes of Meeting (MOM) – Project Closure

Project Closure

Final documentation, peer evaluation, team presentation. Submit all deliverables and final project files.

Template for MOM:

Meeting Date: 13/05/2025

Time: 3:00 PM

Location: College dorm

Attendees: Khalid Albariqi - Mohammad alsuqair - Abdulaziz Alshatb –
Abdullah Faleh Al shammari - Abdulaziz Almohanna

Agenda:

1. Review final documentation and deliverables.
2. Perform peer evaluation and finalize project details.
3. Conduct team presentation and submit the final project.

Minutes:

1. Reviewed and finalized all project documentation, including reports and code.
2. Completed peer evaluations and discussed team contributions.
3. Conducted the final presentation and successfully submitted all deliverables.

Action Items:

1. Ensure all project files are submitted according to the supervisor's instructions.
2. Review any final feedback from the presentation and make necessary adjustments.
3. Schedule a debrief meeting for future improvements and lessons learned.