![E:\1920×1080 Wide Banner [Cream]Ver1.png]()

**King Saud University**

**Collage of Computer and Information Sciences**

**Computer Science Department**

**CSC 496 – Capstone project 1-**

***Project Name***

**Progress Meeting**

Day, Date - Time

MINUTES

Attended:

Apologies:

|  |  |
| --- | --- |
| **Team member**  | **Weekly contribution**  |
| ***Name*** |  *Tasks accomplished by this member from the previous meeting*  |
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| --- | --- |
| **Discussion Item** | **Actions** |
| * ***Discussed Topic***
 | **Supervisor:*** *Tasks the supervisor should prepare.*

**Team:** * *Tasks that should be done by the group.*
 |
|  |  |
|  |  |

Meeting adjourned around ***00:00 a.m*.**; next Meeting on *Day Date (time.).*