

**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* |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **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.).*