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| **Coma N301 Integrated Project** |
| Date: 7-March-2013 | Minutes Taken by: Mariam AlQassimi | Team(s): * Producers
* Props
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| Time: 11:30-12:00 | Location: Reseption | Apologies: Basema*Note names of any absentees* | Also Present: Mariam AlQassimiMaryam RashedMouza Ahmed*Note names of other attendees and invited guests* |

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| **Agenda Item***e.g. 1.1* | **Tabled by:***who raised this point?* | **Action Points: (Who, What, When)***Specific action required – include details & timeframe* |
| 1. **1**
 | **Mariam Al Qassimi****Maryam Rashed****Mouza Ahmed** | **Every one is doing their work as it was planned. There is no changing in plans** |
|  **1.2**  | **Mariam Al Qassimi****Maryam Rashed****Mouza Ahmed** | **All members of our group is keeping up with the work. They all did their jobs on time.** |
| **2** | **Mouza Ahmed** | **Mouza did a storyboard including the costumes of the scenes in the film. There are no changes in plans yet. She was available on location while shooting. She collected stuff to use it for the ending.** |
| **3** | **Maryam Rashed** | **Maryam doesn’t have any changes in location. Everything went great. She was available on locations while shooting. She collected stuff to use it for the ending.** |
| **4** | **Mariam Al Qassimi** | **Mariam was available on locations while shooting. She also made a test for the creative ending of the film. She collected stuff to use it for the ending. She also became the leader of this week.** |
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