

Meeting Minutes

Date: 8-2-2018

Time: 6:00-9:00 PM

Attended: All Team Members

Topics:

1. Final Draft of Operation Manual
-

Executive Summary

This meeting was arranged to work on the final draft of operation manual. The work has been divided between the group members equally. However, each team member did his assigned tasks on this assignment on time.

Final Draft of Operation Manual Meeting

The team gathered to discuss the feedback provided from Dr.Oman and Amy who is the TA of this class for the operation manual sections of the first draft. Every team member saw the feedback of his section and worked on applying the feedback in order to improve it. Furthermore, team gathered and everyone looked to different section other than his to make sure everything provided on the feedback has been applied successfully in order to get good grade. Finally, after applying the feedback provided from the first draft, the team submitted this assignment on the time aligned.