

Meeting Minutes

Date: 7-30-2018

Time: 12:00pm-3:00pm,05:00-9:00 PM

Attended: All Team Members

Topics:

1. Draft of Operational Manual
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Executive Summary

This meeting was scheduled to work on the first 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.

Operational Manual Meeting

The team gathered to discuss the operation manual sections. As a helpful reference, the team members looked to the samples of operation manual provided on the blackboard. After each member done with the assigned sections on this assignment, the team cooperates together to see everyone else's section and provided feedback, which helped to get a good grade for the first draft of operation manual.