

MEETING MINUTES

Topic: Staff Meeting Minutes

Tuesday, April 10, 2017

9:55 am – 10 :10am

Minutes recorded by _Abdul_____

Meeting called by Professor David Willy_____

Attendees: _Professor David Willy, Abdul, Michele , Beongnsi, Fahad, and Ahmad, and TA_____

Please bring: Laptop, Notes

Table 1. Record of meeting.

9:55 am to 10:10 am	Discussion of Capstone Project CAD drawings Final presentation Declare the date of the meeting to prepare for final presentation Evaluate Last presentation
9:55 am to 10:10 am	Details of tasks completed Slides for final presentation Evaluate comments for last presentation Website need changes

9:05 pm to 9:15 pm	Divide the work and put A dead line for it
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Introductions slides	Abdul	04/16/18
Engineering slides	Michele	04/16/18
Budget and schedule slides	Fahad	04/16/18
CAD slides	Besongnsi	04/16/18
CAD slides	Ahmad	04/16/18