

MEETING MINUTES

Topic: Staff Meeting Minutes

sunday, April,15 2018

7:00 pm – 8:00pm

Minutes recorded by Fahad

Meeting called by Abdul

Attendees: Abdul, Michele , Beongnsi, Fahad, and Ahmad

Please bring: Laptop, Notes

Table 1. Record of meeting.

7:00 pm to 7:40pm	Preparing for Final Presentation Divide the work between all members Abdul will do the introduction Beongnsi and Ahmad working on can and Other slides related Michele will do Engineering requirements Fahad will do Budget and schedule slides
7:40 pm to 7:50 pm	Details of tasks completed Meeting minute. Weekly agenda.

7:50 pm to 8:00 pm	Review See all comments for last Presentation and try To avoid it in final presentation
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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