

MEETING MINUTES

# Topic: Staff Meeting Minutes

**Wednesday, April,25 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

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Table 1. Record of meeting.

<b>7:00 pm to 7:40pm</b>	<b>Details of Final report, cad, bill of material</b> Divide the work between all members Michel and Abdul work on blade design Fahad will handle bill of materials and building website Beongnsi and Ahmad working on CAD and solid works
<b>7:40 pm to 7:50 pm</b>	<b>Details of tasks completed</b> Meeting minute. Weekly agenda.

<b>7:50 pm to 8:00 pm</b>	<b>Review</b> See all comments for last reports and Go head to fix them
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>
Blade design	Abdul	05/1/18
Blade design	Michele	05/1/18
Continue building on website And do bill of materials	Fahad	05/2/18
CAD and solid works	Besongnsi	05/1/18
CAD and solid works	Ahmad	05/1/18