

MEETING MINUTES

Topic: Staff Meeting Minutes

Wednesday, April,4 2018

7:00 pm – 8:00pm

Minutes recorded by _ Fahad

Meeting called by Beongnsi

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

Please bring: Laptop, Notes

Table 1. Record of meeting.

7:00 pm to 7:30pm	Details of Analytical Reports Divide the work between all members Michel and Abdul work on blade design Fahad will handle shaft design Beongnsi and Ahmad working on CAD and Other design
7:30 pm to 7:50 pm	Details of tasks completed Meeting minute. Weekly agenda.

4:50 pm to 5:00 pm	Review See all comments for last Presentation
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	04/09/18
Report details of wind energy	Michele	04/10/18
Continue building on website	Fahad	05/2/18
CAD Package	Besongnsi	05/1/18
CAD Package	Ahmad	05/1/18