

Topic: Meeting Minutes

Friday, February 2, 2018

2:30 pm – 4:30 pm

Minutes recorded by: Abdulrahman Alossaimi

Meeting called by: Michele

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

Please bring: Laptop, Notes

Table 1. Record of the meeting.

2:30 pm to 2:50 pm	<ul style="list-style-type: none">- Talking about presentation 1 in general.- Separate the sections between team members.
3:00 pm to 3:40 pm	<ul style="list-style-type: none">- Making sure everyone on understanding sections to be ready for the presentation.- Update Team Charter
3:40 pm to 4:30 pm	<ul style="list-style-type: none">- Starting shear the google slides, so everyone can do his slides.- Doing more research about what presentation 1 will need us to talk about specifically.

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	2/2/18
Report details of wind energy	Michele	2/4/18
Continue building on website	Fahad	3/31/18
Analytical	Besongnsi	3/31/18
Analytical	Ahmad	3/31/18