

Topic: Meeting Minutes

Tuesday, February 20, 2018

10:30 am – 11:30 am

Minutes recorded by: Beongnsi

Meeting called by: Abdul

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

Please bring: Laptop, Notes

Table 1. Record of the meeting.

10:30 am to 10:50 am	<ul style="list-style-type: none">- Talking about presentation 2 in general.- Separate the sections between team members.
10:50 am to 11:15 am	<ul style="list-style-type: none">- Making sure everyone on understanding sections to be ready for the presentation.- Update Team Charter

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	2/20/18
Report details of wind energy	Michele	2/22/18
Continue building on website	Fahad	3/31/18
Analytical	Besongnsi	3/31/18
Analytical	Ahmad	3/31/18