

MEETING MINUTES

Topic: Staff Meeting Minutes

Saturday, February 24, 2018

3:00 pm – 4:00pm

Minutes recorded by _Ahmad

Meeting called by Fahad

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

Please bring: Labtop, Notes

Table 1. Record of meeting.

3:00 pm to 3:40 pm	Creating the website Create the website. Make reasonable expectations. Create home, documents, gallery and about us files.
3:40 pm to 3:50 pm	Details of tasks completed Creating the website.

3:50 pm to 4:00 pm	Possible ideas for website To upload the meeting minutes.
---------------------------	---

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	02/25/18
Report details of wind energy	Michele	02/25/18
Continue building on website	Fahad	03/31/18
Power Point Presentation	Besongnsi	02/28/18
Power Point Presentation	Ahmad	02/28/18