

# Topic: Staff Meeting

**Tuesday July 17, 2018**

**11:00 am – 11:30 am**

Minutes recorded by: Michele

Meeting called by: Dr. Sarah Oman

Attendees: All team

Please bring: Laptop, Notes, CAD package

Table 1. Record of the meeting.

<b>11:00 am to 11:10am</b>	<ul style="list-style-type: none"><li>- We were taking about our CAD package and the decimals need to be as much as simple and we have to redo it again.</li><li>- We have to add a tolerance in each page of our CAD</li></ul>
<b>11:10 am to 11:20 am</b>	<ul style="list-style-type: none"><li>- We have to make our CAD package all in one unit.</li><li>- We have to make our template standerd.</li></ul>
<b>11:20 am to 11:30 am</b>	<ul style="list-style-type: none"><li>- Continue to meet with the client.</li><li>- Try to work a head so we can have more time just in case.</li></ul>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>
Test the generator	Abdul, Michele
Continue building on website	Fahad
Analytical	Besongnsi
Analytical	Ahmad