

MEETING MINUTES

# Topic: Staff Meeting Minutes

**Thursday, January 31, 2018**

**7:00 PM – 8:00 PM**

**Minutes recorded by** \_Fahad Almutairi

**Meeting called by** Abdulrahman Alossaimi

Attendees: \_Professor David Willy, Abdul, Michele , Beongnsi, Fahad, and Ahmad, and TA\_\_\_\_\_

Please bring: Labtop, Notes

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Table 1. Record of meeting.

<b>7:00 PM to 7:20 PM</b>	<b>Discussion of Capstone Project</b> Team members met each other and got familiar with each other. Team members exchanged contact information and started a group chat to make things easier. Brainstormed some ideas.	
<b>7:20 PM to 7:40 PM</b>	<b>Details of tasks completed</b> Finished team charter. Team members roles were set.	

<p><b>7:40 PM to 8:00 PM</b></p>	<p><b>Possible ideas for project.</b></p> <p>Bring sketches of ideas in mind. Do some research about the project.</p>	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Declare the tasks of the team	Abdul	03/31/18	
Report details of wind energy	Michele	03/31/18	
Continue building on website	Fahad	03/31/18	
Analytical	Besongnsi	03/31/18	
Analytical	Ahmad	03/31/18	