

TEAM MEETING MINUTES

Topic: POSTER PRESENTATION

Monday, July 30, 2018

8:00 am – 10:00 am

Minutes recorded by Abdulrahman

Meeting called by Abdulrahman

Attendees: Abdul, Fahad, Ahmad, and Michele

Please bring: Laptop, Notes

Table 1. Record of meeting.

8:00 am to 9:00 am	Discussion of Wind Turbine <ul style="list-style-type: none">• Visit with the contract on any final issues with the wind turbine• Determine the visuals that will support our summary of the testing phase• Videos of the testing with willy and our own individual testing	
9:00 am to 9:30 am	Discussion of Poster and Presentation <ul style="list-style-type: none">• Determine the strengths of our project• What is the most important in the presentation• How can we display our apparatus	

9:30 am to 10:00 am	Final Operation and Assembly Manual <ul style="list-style-type: none"> • Evaluate with the details from Amy • Make changes to the document • Determine the details of the manual to someone that don't know what the project is. 	
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Charts and Graphs	Ahmad	8/3/18	8/3/18
Abstract and Introduction	Michele	8/3/18	8/3/18
Results	Besongni	8/3/18	8/3/18
Acknowledgements and References	Fahad	8/3/18	8/3/18
Testing	Abdul	8/3/18	8/3/18

* ALL PLEASE COMPLETE YOUR PARTS.