

# MEETING MINUTES

## Topic: Midpoint report

Monday, July 9 2017

4:00 pm – 7:00 pm

Minutes recorded by \_\_\_\_\_Michele\_\_\_\_\_

Meeting called by \_\_\_\_\_Fahad\_\_\_\_\_

Attendees: \_\_\_\_\_all team\_\_\_\_\_

Please bring: \_\_\_\_\_notes\_\_\_\_\_

Table 1. Record of meeting.

<b>4:00 pm to 4:40 pm</b>	<b>Discussion about the presentation</b>
<b>4:40 pm to 5:30 pm</b>	<b>Start doing the slides</b>
<b>5:30 pm to 7:00 pm</b>	<b>Editing the presentation and practice</b>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>
Editing the shaft calculation	Fahad, Be
Prepare to test the generator	Abdul, Michele
Redo the fin design	Ahmad