

MEETING MINUTES

# Topic: Team Meeting Minutes

**Tuesday, June 12, 2018**

**11:30 am – 1:00pm**

Minutes recorded by \_Ahmad

Meeting called by Besongnsi\_

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

Please bring: Labtop, Notes

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Table 1. Record of meeting.

<b>11:30 am to 12:30 pm</b>	<b>Set up the meetings for each week</b> We decided to meet Tue, Wend, Fri each week. Revisit Team Charter. Make reasonable expectations. Making plans on how to become successful group. Discussed when each of the team member available. Updated the meeting minute and weekly agenda. Make sure to submit the meeting minute as a PDF.
<b>12:30 pm to 12:45 pm</b>	<b>Details of tasks completed</b> Meeting minute. Weekly agenda. Set up the team meetings.

<b>12:45 pm to 1:00 pm</b>	<b>Possible ideas for future meetings</b> To come on time and every member of the group attend the meetings.
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>
Declare the tasks of the team	Abdul	06/13/18
Report details of wind energy	Michele	06/12/18
Continue building on website	Fahad	06/13/18
CAD Package/ designing project	Besongnsi	06/26/18
CAD Package/ designing project	Ahmad	06/26/18