

MEETING MINUTES

Topic: Team Meeting Minutes

Wednesday, June 13, 2018

11:00 am – 12:00pm

Minutes recorded by _Ahmad

Meeting called by Michele

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

Please bring: Laptops, Notes

Table 1. Record of meeting.

11:00 am to 11:30 am	Start designing the project 3D printed the parts. Make reasonable expectations. Started to purchase the necessary items for the project.
11:30 am to 11:45 am	Details of tasks completed 3D printed.

11:45 am to 12:00 pm	Possible ideas for designing To use a metal for the tower and base flange.
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	06/19/18
Report details of wind energy	Michele	06/15/18
Continue building on website	Fahad	06/13/18
Designing the project	Besongnsi	06/26/18
Designing the project	Ahmad	06/26/18