

# Topic: Staff Meeting

**Tuesday May 12, 2018**

**11:00 am – 11:20 am**

**Minutes recorded by: Abdulrahman Alossaimi**

**Meeting called by: Dr. Sarah Oman**

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

Please bring: Laptop, Notes

Table 1. Record of the meeting.

<b>11:00 am to 11:10am</b>	<ul style="list-style-type: none"><li>- We did schedule a meeting every Friday at 3pm.</li><li>- We will keep meeting every Wednesday and Thursday from 11 am to 12:30 pm</li></ul>
<b>11:10 am to 11::20 am</b>	<ul style="list-style-type: none"><li>- We should have a clarification on the calculations that we have for the next staff meeting.</li></ul>
<b>11:20 am to 11:30 am</b>	<ul style="list-style-type: none"><li>- Continue to meet with the client.</li><li>- Try to work a head so we can have more time just in case.</li></ul>

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>
Declare the tasks of the team	Abdul
Report details of wind energy	Michele
Continue building on website	Fahad
Analytical	Besongnsi
Analytical	Ahmad