

# MEETING MINUTES

## **Topic: Team meeting**

**Date: Thursday, November 14, 2019**

**Time: 3:00 pm – 5:20pm**

**Dubios**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

### **Attendees:**

All team

**Table 1. Record of meeting.**

<b>2:00 pm to 3:30 pm</b>	<b>Individual work</b> <ul style="list-style-type: none"><li>• Each member finishing their slides</li><li>• Adding more slides as needed</li></ul>
<b>3:30pm to 5:00 pm</b>	<b>Team discussion</b> <ul style="list-style-type: none"><li>• Members advising/helping each other</li><li>• Preparing for presentation individually</li><li>• Practice presentation as a group</li></ul>
<b>5:00 to 5:20 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Team is ready for the presentation</li><li>• Plan for next meeting</li></ul>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Budget	Fahad	11/6	11/6
Introduction and background	Shamlan	11/6	11/6
Design Requirements	Le Allan	11/6	11/6
Design Validation	Andres	11/6	11/6
Design description	Drew	11/6	11/6

**Next formal meeting: 11/13/19, Machine shop, at 5:30pm.**