MEETING MINUTES

# Topic: Team meeting

## Date: Wednesday, November 13, 2019

## Time: 5:30 pm – 7:30pm

**Dubios**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

All team

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 5:30 pm to 6:15 pm | **Team discussion**   * Dividing the final report work * Discussion about lotus |
| 6:15pm to 7:20 pm | Teamwork  * Working on the report * Watching lotus tutorials * Designing on lotus program |
| 7:20 to 7:30 pm | Plan for next meeting  * Members need to complete their parts * Plan for next meeting |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Exclusive summary, conclusion | Fahad | 11/15 | 11/14 |
| Requirements | Shamlan | 11/15 | 11/14 |
| Background | Le Allan | 11/15 | 11/14 |
| Functional Decomposition | Andres | 11/15 | 11/14 |
| Standards, Codes, and Regulations | Drew | 11/15 | 11/14 |

**Next formal meeting: 11/14/19, Machine shop, at 3:30pm.**