

MEETING MINUTES

Topic: Client meeting

Date: Tuesday, September 17, 2019

Time: 3:30 pm – 4:30 pm

Location: Engineering Building,

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees: All team members

Table 1. Record of meeting.

3:30 pm to 4:00 pm	Discussion with the client (David Willey) <ul style="list-style-type: none">• Discussion led by David Willey• Team updated their research result with David Willey• Taking notes by the logistics manager• Recording advices from the client
4:00 pm to 4:20 pm	Team discussion <ul style="list-style-type: none">• Team started discussion about the presentation• Task assigned for each member for the presentation• Sharing ideas between team members
4:20 to 4:30 pm	Plan for next meeting <ul style="list-style-type: none">• Planning to meet before the presentation to practice• Making sure each member will have his slide ready by tomorrow morning• Team agree to meet before the presentation

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Project description	Drew	9/18	TBD
Background and benchmarking	Fahad	9/18	TBD
Literature review	Andreas	9/18	TBD
Customer and engineering requirements	Shamlan	9/18	TBD
Schedule and budget	Le Allan	9/18	TBD

Next formal meeting: 9/18/19, Engineering building, at 3:30pm.