

# MEETING MINUTES

## Topic: Team meeting

Date: Tuesday, October 9, 2019

Time: 3:30 pm – 5:15pm

Location: SBS

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees: All team members

Table 1. Record of meeting.

<b>3:30 pm to 4:00 pm</b>	<b>Team working</b> <ul style="list-style-type: none"><li>• Each member working on his part</li><li>• Team discussion of what need to be changed</li></ul>
<b>4:00pm to 5:00 pm</b>	<b>Presentation practice</b> <ul style="list-style-type: none"><li>• Final discussion about presenation</li><li>• Final check</li><li>• Practicing presentation</li></ul>
<b>5:00 to 5:15 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Setting up a time for next meeting</li><li>• Getting ready for presentations</li></ul>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Continue on calculations	Fahad	10/9	10/9
Continue on calculations	Shamlan	10/9	10/9
Continue on calculations	Le Allan	10/9	10/9
Continue on calculations	Drew	10/9	10/9
Continue on calculations	Andreas	10/9	10/9

**Next formal meeting: 10/10/19, Machine shop, at 3:30pm.**