MEETING MINUTES

# Topic: Working on midpoint presentation.

## Thursday, March 3, 2020

## 7:00 pm – 8:00 pm

**Minutes recorded by \_\_\_Humoud Alanjari\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** \_capstone team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendees: \_\_\_\_\_\_\_\_\_\_All members \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

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| 7:00 pm to 7:20 pm  | **Team discussion of changes to the** * Musab mentioned that the team needs to make reservation for U grad.
* Humoud and Musab mentioned that the team can ask Dr. Trevas on Thursday.
* Samantha Musab and Humoud are discussing what the team needs to add in midpoint presentation.
* Musab will take the manufacturing slide because he is the manufacturing manger.
 | Engineering 112 |
| 7:20 pm to 7:40 pm  | **Working on presentation** * Musab is changing the slides date.
* Samantha and Musab are working on the slide outlines.
* Humoud asked Nygel about the gantt chart content.

  | Engineering 210 |
| 7:40 pm to 8:00 pm | **Discussing presentation roles** * Samantha will take over project design and description
* Musab will take manufacturing slides.
* Nygel will take budget.
* Humoud will take future work and testing.
 | Engineering 210 |