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 |