MEETING MINUTES

# Topic: Team meeting

## Wednesday, April 15 , 2020

## 5:00 pm – 5:30 pm

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

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

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

**Table 1. Record of meeting.**

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| 5:00 pm to 5:30 pm  | **Discussing the division of the homework*** Samantha mentioned that all the due dates are on Sunday even though they are due Friday.
* Musab mentioned that the email sent mentioned the presentation is due this Friday.
* Samantha mentioned that the team should do everything by Friday.
* Musab mentioned that the team could upload the work after Friday
* Musab asked if it would be easier to make a group call and record it.
* Samantha mentioned that she has a software that can Sync the audio with the video.
* Musab mentioned that the team should reference the final presentation for last semester.
* Samantha mentioned to finalize all slides by Thursday night.
* Musab mentioned if the team needs a special format.
* Musab asked if the team should talk about the testing.
* Humoud asked if the team should discuss the bump and handle.
* Nygel mentioned that the team has fixed the pump and the handle.
* Team decided to work on the final presentation as much as we can and ask our instructor any questions tomorrow regrading the presentation
* Nygel mentioned that the team should inform the client and the mentor about the final presentation
 | Voice call  |