MEETING MINUTES

# Topic: Staff meeting

## Thursday, April 30, 2020

## 4:00 pm – 4:30 pm

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

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

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

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 4:00 pm – 4:15 pm | **Disusing the final deliverables with Dr. Trevas**   * Dr. Trevas asked if the team contacted Isaac * Humoud mentioned that the team contacted the client   and he liked the presentation and he would like us to ship the device.   * Samantha mentioned that the team also met for the symposium and the judge said that the team presentation was very detailed, and he liked it. * Dr. Trevas congratulated the team on making the client happy and the team success on working well together. * Dr. Trevas mentioned that the team should take the survey. | Zoom Call |
| 4:15 pm - 4:30 pm | **Team discussion**   * Humoud asked what the team things about the templet that he uploaded. * Samantha suggested to add the steps that are personal hygiene into recommendations. * Nygel asked if Samantha could change the dimension to English units. * Samantha suggested that Humoud should use one of the presentations. * Humoud asked if Nygel will use the reimbursement or * Nygel mentioned that he will email and see whether the team | Zoom Call |