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.**

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| 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 |