MEETING MINUTES

# Topic: Client meeting

## Date: Friday, September 27, 2019

## Time: 1:30 pm – 4:30 pm

**Location: Engineering Building, Biomectronic Lab Building**

**Minutes recorded by:** Abdullah Almarri.

**Meeting called by** Team

**Attendees:** All team members

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 1:30 pm to 1:55 pm  | **Discussion with the client (Leah Liebelt)** * Discussion about our concept generation and Eval.
* Giving the team new tasks to make research on
* Taking notes by the logistics manager
 |
| 3:55 pm to 4:10 pm | Team discussion * Assigning task for each member.
* The team updated their research with the client.
 |
| 4:10 to 4:30 pm  | Plan for next meeting* Complete distribute for researching for more designs.
* Team agreement
 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Complete presentation 2 | Team | 10/7/2019 | TBD |

**Next formal meeting: 9/30/19, Engineering Building, at 7:40pm.**