

# MEETING MINUTES

Topic: Fan flyer

Wednesday: 27/2/2019

Meeting called by: David Willy

Minutes completed by: Faisal Almutairi

**Attendees: (All Team Members), David Willy, Brandon Begay**

**Please bring:** hardcopy format;

**Executive summary:**

Key items discussed in the meeting, the project report and how it looks so far overview of presentation 2.

	<b>Old Meetings</b> <ul style="list-style-type: none"><li>• Overview on changes since last meeting</li></ul>	2 Minutes
	<b>Project Report</b> <ul style="list-style-type: none"><li>• Status on the project report, questions of the report and feedback on it.</li></ul>	5 minutes
	<b>Presentation</b> <ul style="list-style-type: none"><li>• Status on the presentation and questions that need to be answered.</li><li>• Set up a meeting with the TA to go over the project report and presentation</li></ul>	5 minutes
	<b>Acknowledgment</b> <ul style="list-style-type: none"><li>• Get feedback from the meeting and what steps should be taken next.</li></ul>	3 minutes

Upcoming requirements:

1. Get in contact with client with the budget report and concept ideas for project
2. Complete the project report and presentation 2.