

MEETING MINUTES

Topic: Fan Flyer Meeting 2

Tuesday: 19/2/2019

Meeting called by: Faisal Almutairi
Minutes completed by : Christian Riggs

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

Table 1. Record of meeting.

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| 10:25 am to 10:30 am | Discussion of Project Description <ul style="list-style-type: none">• Discussion led David Willy• We talked about where are we now in the project• What should we do next | Room 120 |
| 10:30 am to 10:40 am | Discussion of QFD, and black box model <ul style="list-style-type: none">• Faisal made a draft of the black box and wanted to hear a feedback.• Ali and Khaled talked about the QFD• Chris discussed what Jim told him and what should we do.• David give us ideas about some problems we had in this project. | Room 120 |
| 10:35 pm to end | Plan for next meeting <ul style="list-style-type: none">• It will be Monday 2:30 to 3:30 | Room 120 |

Next formal meeting: 9/13/13, room 314,Engineering Building, at 1:00pm.