

# 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>10:25 am to 10:30 am</b>	<b>Discussion of Project Description</b> <ul style="list-style-type: none"><li>• Discussion led <b>David Willy</b></li><li>• We talked about where are we now in the project</li><li>• What should we do next</li></ul>	Room 120
<b>10:30 am to 10:40 am</b>	<b>Discussion of Presentation and the report</b> <ul style="list-style-type: none"><li>• The team had a draft of the report to get a feedback</li><li>• Ali asked what should in the presentation.</li><li>•</li></ul>	Room 120
<b>10:35 pm to end</b>	<b>Plan for next meeting</b>	Room 120

**1. Next formal meeting: 3/3/19, room 314,Engineering Building, at 1:00pm.**