

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.

10:25 am to 10:30 am	Discussion of Project Description <ul style="list-style-type: none">• Discussion led Faisal Almutairi• Overview on changes since last meeting	Room 120
10:30 am to 10:40 am	Discussion of the Website <ul style="list-style-type: none">• We talked about what should change in the Website•	Room 120
10:35 pm to end	Project Status and prototyping <ul style="list-style-type: none">• Status on the project and what needs to be done in the near future or at the moment• Progress on the analysis of each individual person in the group• hat should we prototype and what should the deliverable of the prototype	Room 120

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