

MEETING MINUTES

## Topic: Staff Meeting Minutes

**Monday, April,30 2018**

**7:00 pm – 8:00pm**

Minutes recorded by \_Fahad

Meeting called by Abdul\_

Attendees: Abdul, Michele , Beongnsi, Fahad, and Ahmad

Please bring: Laptop, Notes

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Table 1. Record of meeting.

<b>7:00 pm to 7:40pm</b>	<b>Final Report</b> Review all comments for las report Divide the work between all members
<b>7:40 pm to 7:50 pm</b>	<b>Details of tasks completed</b> Meeting minute. Weekly agenda.

<b>7:50 pm to 8:00 pm</b>	<b>Review</b> See all comments for last reports and Go head to fix them
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>
Introduction and background	Abdul	05/3/18
REQUIREMENTS and PROPOSED DESIGN	Michele	05/3/18
DESIGN SELECTED	Fahad	05/3/18
EXISTING DESIGNS	Besongnsi	05/3/18
DESIGNS CONSIDERED	Ahmad	05/3/18