

Topic: Staff Meeting

Monday July 2, 2018

1:30 pm – 2:00 pm

Minutes recorded by: **Abdulrahman Alossaimi**

Meeting called by: **Dr. Sarah Oman**

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

Please bring: **Laptop, Notes**

Table 1. Record of the meeting.

1:30 pm to 1:40pm	<ul style="list-style-type: none">- We all should communication with each other by message and emails and record everything.- Dr. Oman wants to see our meetings update in our website.
1:40 pm to 1:50 pm	<ul style="list-style-type: none">- We should come to HR2 and we are 90% done of our project- Using a website for ordering parts.
1:50 pm to 2:00 pm	<ul style="list-style-type: none">- Continue to meet with the client.- Try to work a head so we can have more time just in case.

Table 2. Tasks Assigned.

Task	Person Assigned
Complete working on blade design and nacelle	Abdul
Complete working on blade design	Michele
Complete working on website and shaft design	Fahad
Complete working on brake and tower	Besongnsi
Complete working on the fin design	Ahmad