

Topic: Staff Meeting

Tuesday June 6, 2018

12:10 pm – 12:30 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.

2:10 pm to 2:15pm	<ul style="list-style-type: none">- We should print the blade with a different angle.- We should starting purchase parts of the shaft
2:15 pm to 2:20 pm	<ul style="list-style-type: none">- We should come to HR1 and we are 50% done of our project- Using a website for ordering parts.
2:20 pm to 2:30 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
Declare the tasks of the team	Abdul
Report details of wind energy	Michele
Continue building on website	Fahad
Analytical	Besongnsi
Analytical	Ahmad