

MEETING MINUTES

Topic: Staff Meeting Minutes

Saturday, March 31, 2018

4:00 pm – 5:00pm

Minutes recorded by _Ahmad

Meeting called by Fahad_

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

Please bring: Labtop, Notes

Table 1. Record of meeting.

4:00 pm to 4:30 pm	Developing the website2 Revisit website and we added the meeting minutes. Revisit Team Charter. Make reasonable expectations. Update Team Charter and B became the manger. Add pictures for every group member. Updated the meeting minute and weekly agenda. Make sure to submit the meeting minute as a PDF.
4:30 pm to 4:50 pm	Details of tasks completed Meeting minute. Weekly agenda. Upload group member pictures.

4:50 pm to 5:00 pm	Possible ideas for website2 To put picture specific for our group
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date
Declare the tasks of the team	Abdul	04/09/18
Report details of wind energy	Michele	04/10/18
Continue building on website	Fahad	05/2/18
CAD Package	Besongnsi	05/1/18
CAD Package	Ahmad	05/1/18