

# Staff Meeting

## Topic: Final testing proof with Dr. Sarah Omen

Wednesday, August 1<sup>th</sup>, 2018

Minutes recorded by \_\_\_\_\_Michele\_\_\_\_\_

Meeting called by \_\_\_\_\_Dr. Sarah Omen\_\_\_\_\_

Attendees: \_\_\_\_\_Abdul , Fahad , Michele , Ahmad \_\_\_\_

Please bring: \_\_\_\_\_note, laptop \_\_\_\_\_

Table 1. Record of meeting.

11:30 am to 11:40 am	Talking about what we have done until now.
11:40 am to 11:50 am	Talking about what do we have left to finish the project.
11:50 am to 11:55 am	Talking about how we can make our poster better.

Table 2. Tasks Assigned.

Task	Person Assigned
Add the FEA in the final report for whole project	All team