MEETING MINUTES

# Topic: Client meeting and Team meeting.

## Date: Friday, September 13, 2019

## Time: 1:00 pm –6:00 pm

**Location: Biomechatronic lab Building.**

**Minutes recorded by:** Mohammed Janshah

**Meeting called by** Team

**Attendees:** All team members

**Table 1. Record of meeting.**

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| --- | --- |
| 1:00 pm to 1:20 pm  | **Discussion with the client (Leah Liebelt)** * Discussion led by Leah Liebelt about the project.
* Leah Liebelt giving the team some advises and the project safety.
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| 4:30 pm to 6:00 pm | Team work* Working for Presentation 1: CNs/ERs and Background for our project.
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**Table 2. Tasks Assigned.**

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| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Complete presentation 1  |  | 9/16/2019 | TBD |

**Next formal meeting: 9/16/19, Engineering building, at 3:40pm.**