MEETING MINUTES

# Topic: Client meeting and group meeting

## Date: Friday, October 4, 2019

## Time: 1:30 pm – 5:20 pm

**Location: Biomecronic lab Building, Engineering Building**

**Minutes recorded by:** Lahdan Alfihan

**Meeting called by** Team

**Attendees:** All team members

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 1:30 pm to 1:50 pm | **Discussion with the client (Leah Liebelt)**   * Discussion led by Leah Liebelt * We show her our presentation and designs that we choose it. * She gave us advices what we change and modify on our presentation. |
| 4:10pm to 5:15 pm | Team discussion  * Discuss about how the final design is going to be * Project design safety discussion * Budget Discussion |
| 5:15 to 5:20 pm | Plan for next meeting  * Setting up a time for next meeting * Team agreement |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Presentation 2 Modifying and complete it. | Team | 10/7/2019 | TBD |

**Next formal meeting: 10/7/19, Engineering Building, at 3:40pm.**