Electrical and Computer Engineering

##### **Capstone Meeting (Project Title) No. 3 – AY 2018-2019**

###### Tuesday, October 9, 2018, 2:30 - 3:00 PM

Dana Almanla, the group leader, called the meeting to order at 2:30pm.

**Present:**

* [Team Member 1 Name], Group Leader
* [Team Member 2 Name], Team Member
* [Team Member 3 Name], Team Member

**Agenda**

1. Approval of the Agenda
2. Approval of the minutes of last meeting
3. Agenda item 1.
4. Agenda item 2.
5. Agenda item 3.
6. Agenda item 4.

###### **Minutes of the Meeting**

**Subject (1):** Approval of the Agenda

**Resolution:** Approved.

**Subject (2):** Approval of the minutes of last meeting

**Resolution:** Approved.

**Subject (3):** Agenda item 1. [Each discussion should be at least 200 words]

[Team Member 1] presented his/her research on the needed parts for the project. He/she summarized that …

[Team Member 2] discussed if a certain part is a better fit for the project criteria since …

[Team Member 3] suggested to consult …

**Subject (4):** Agenda item 2 [Each discussion should be at least 200 words]

[Team Member 1] introduced…

[Team Member 2] confirmed that…

[Team Member 3] highlighted…

**Subject (5):** Agenda item 3 [Each discussion should be at least 200 words]

[Team Member 1] requested that …

[Team Member 2] asked …

[Team Member 1] answered..

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| --- | --- | --- |
| **ACTION SUMMARY TABLE** | | |
| **Issues / Discussions** | **Action List** | **Action to be taken by** |
| Issue 1 | Action 1  Action 2  Action 3 | Team Member 1 |
| Issue 2 | Action 4  Action 5 | Team Member 2,  Team Member 3 |

**The Meeting was adjourned at 3:15 p.m.**