

+ MEETING MINUTES

Topic: Client meeting

Date: Friday, January 24, 2020

Time: 1:00 pm – 1:30pm

EGR

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

1:00pm to 1:10 pm	Discussion with the client <ul style="list-style-type: none">• Discussion led by the client• Updating the client with where we are at
1:10pm to 1:25 pm	Team discussion <ul style="list-style-type: none">• Updating the client with our schedule• Taking feedback about our FEA for each member• Discussion on moving the car to the machine shop
1:25 to 1:30 pm	Plan for next Meeting <ul style="list-style-type: none">• Planning on when we can take the car to the machine shop• Plan for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Front suspension	Fahad	TBA	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	TBA	TBA
Brakes	Drew	TBA	TBA

Next formal meeting: 1/31/2020, 47a and machine shop, at 1:00pm.