

MEETING MINUTES

Topic: Meeting with the client

Date: Monday, October 14, 2019

Time: 12:00 pm – 12:40pm

Location: Engineerin

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

-Fahad

-Shamlan

-Drew

Table 1. Record of meeting.

12:00 pm to 12:10 pm	Discussion with the client <ul style="list-style-type: none">• Discussion led by David Willey• Asing each member about calculations
12:10pm to 12:35 pm	Checking calculations <ul style="list-style-type: none">• Each member checking his calculation with MR: David Willey• MR: David Willey giving feedbacks• Getting corrections from our client
12:35 to 12:40 pm	Plan for next meeting <ul style="list-style-type: none">• Setting up a time for next meeting• Making sure to get our final calculations for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Front Suspension	Fahad	10/28	TBD
Rear suspension	Shamlan, Andres	10/28	TBD
Steering	Le Allan	10/28	TBD
Brakes	Drew	10/28	TBD

Next formal meeting: 10/10/19, Machine shop, at 3:30pm.