

+ MEETING MINUTES

Topic: Team meeting and Client meeting

Date: Friday, February 28, 2020

Time: 1:00 pm – 8:00pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

1:00 to 2:00pm	Client discussion <ul style="list-style-type: none">• Taking advises• Correction some work• Showing our result for client
2:00pm to 7:45 pm	Team work <ul style="list-style-type: none">• Mounting the brakes on the front suspension• Assembling the front suspension• Working on the steering• Finishing up the Implementation memo
7:45 to 8:00 pm	Plan for next Meeting <ul style="list-style-type: none">• Plan for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Front suspension	Fahad	Week 8	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	Week 9	TBA
Brakes	Drew	Week 9	TBA

Next formal meeting: 3/3/2020, machine shop, at 3:00 pm.