MEETING MINUTES

# Topic: Team meeting

## Date: Thursday, November 14, 2019

## Time: 3:30 pm – 5:15pm

**Machine shop, building 47A**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

All team

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:30 pm to 4:15 pm  | **Moving the Baja car*** Getting the car ready to transfer it to building 47A
* Transferring the vehicle to building 47A
 |
| 4:15pm to 5:00 pm | Team discussion* Making sure that all the tools delivered
* Taking more measurements of the vehicle
* Finishing up the final report
 |
| 5:00 to 5:15 pm  | Plan for next meeting* Wrapping up the meeting
* Plan for next meeting
 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Exclusive summary, conclusion | Fahad | 11/15 | 11/14 |
| Requirements  | Shamlan | 11/15 | 11/14 |
| Background | Le Allan | 11/15 | 11/14 |
| Functional Decomposition | Andres | 11/15 | 11/14 |
| Standards, Codes, and Regulations | Drew | 11/15 | 11/14 |
| Testing Procedures (TPs), and Risk Analysis and Mitigation | All members | 11/15 | 11/14 |

**Next formal meeting: 11/18/19, Engineering, at 12:00pm.**