

# + MEETING MINUTES

## **Topic: Team meeting**

**Date: Thursday, March 5, 2020**

**Time: 2:00 pm – 8:00pm**  
**machine shop**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

### **Attendees:**

All team

**Table 1. Record of meeting.**

<b>2:00 to 2:15pm</b>	<b>Team discussion</b> <ul style="list-style-type: none"><li>• Team planning</li><li>• Splitting work</li></ul>
<b>2:15pm to 7:45 pm</b>	<b>Team work</b> <ul style="list-style-type: none"><li>• Budget discussion</li><li>• Mounting electronic board</li><li>• Planning for the battery box</li><li>• Welding and grinding front suspension</li><li>• Grinding rear suspension</li><li>• Working on Hardware review 2</li></ul>
<b>7:45 to 8:00 pm</b>	<b>Plan for next Meeting</b> <ul style="list-style-type: none"><li>• Plan for next meeting</li></ul>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Front suspension	Fahad	Week 8	3/5
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	Week 9	TBA
Brakes	Drew	Week 9	TBA

**Next formal meeting: 3/6/2020, machine shop, at 1:00 pm.**