MEETING MINUTES

# Topic: Client meeting

## Date: Monday, November 18, 2019

## Time: 12:00 pm – 1:30pm

**building 47A**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

All team

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 12:00pm to 12:20 pm | **Discussion**   * Discussion led by the client * Planning how many hours team will meet in 47a |
| 12:20pm to 1:20 pm | More discussion  * Client approving each member calculation * Splitting up work for the disassemble the vehicle * Discussion about the tools |
| 1:20 to 1:30 pm | Plan for next meeting  * Splitting up the work before next meeting * Plan for next meeting |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Disassemble the front suspension, CAD | Fahad | 11/22 | 11/21 |
| Disassemble the rear suspension, CAD | Shamlan | 11/22 | 11/21 |
| Disassemble the Steering, CAD | Le Allan | 11/22 | 11/21 |
| Cad, Gear disassembly | Andres | 11/22 | 11/21 |
| Cad, Gear disassembly | Drew | 11/22 | 11/21 |

**Next formal meeting: 11/21/19, 47a, at 12:00pm.**