MEETING MINUTES

# Topic: Team meeting

## Date: Thursday, November 21, 2019

## Time: 3:30 pm – 6:00pm

**building 47A**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

All team

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:30pm to 3:50 pm | **Team discussion**   * Team planning and splitting work * Arranging tools to start disassembling |
| 3:50pm to 5:40 pm | Teamwork  * Disassembling the vehicle * Working on CAD |
| 5:40 to 6:00 pm | Plan for next meeting  * Cleaning and arranging the room * 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: 11/22/19, 47a, at 2:00pm.**