

# + MEETING MINUTES

## **Topic: Team meeting**

**Date: Tuesday, March 10, 2020**

**Time: 3:00 pm – 6:00pm**  
machine shop

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

### **Attendees:**

All team

**Table 1. Record of meeting.**

<b>3:00 to 3:10pm</b>	<b>Client discussion</b> <ul style="list-style-type: none"><li>• Showing result for the client and getting feedbacks</li><li>• Discussion about the deadline for the subsystems</li><li>• Splitting work</li></ul>
<b>3:10pm to 5:45 pm</b>	<b>Team work</b> <ul style="list-style-type: none"><li>• Working on rear suspension</li><li>• Front suspension alignment</li><li>• Working on solid work</li></ul>
<b>5:45 to 6:00 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: 3/12/2020, machine shop, at 3:00 pm.**