MEETING MINUTES

# Topic: Client meeting, Team meeting

## Date: Friday, November 22, 2019

## Time: 2:00 pm – 5:30pm

**building 47A, machine shop**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

Shamlan Albahar

Fahad Alhowaidi

LeAllan

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm to 2:20 pm | **Discussion with the client**   * Taking materials from the machine shop to 47a * Moving to building 47a |
| 2:20pm to 5:00 pm | Teamwork  * Arranging tools to start the work * More disassembling of the vehicle |
| 5:00 to 5:30 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: 11/25/19, 47a, at 12:00pm.**