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.**