

+ MEETING MINUTES

Topic: Team meeting

Date: Thursday, March 12, 2020

Time: 3:00 pm – 7:30pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

Fahad

Drew

Table 1. Record of meeting.

3:00 to 3:10pm	Client discussion <ul style="list-style-type: none">• Showing result for the client and getting feedbacks• Discussion about the deadline for the subsystems• Splitting work
3:20pm to 7:25 pm	Team work and meeting with the EE team <ul style="list-style-type: none">• Grinding on rear suspension• Welding parts• Discussion with EE team• Battery box discussion• Testing battery
7:25 to 7:30 pm	Plan for next Meeting <ul style="list-style-type: none">• Plan for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
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: 3/23/2020, machine shop, at 3:00 pm.