MEETING MINUTES

# Topic: Client meeting

## Date: Monday, November 25, 2019

## Time: 12:00 pm – 1:15pm

**building 47A, machine shop**

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:**

All team

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 12:00pm to 12:30 pm  | **Discussion with the client** * Updating the client
* Planning with the client
 |
| 12:30pm to 12:59 pm | Arranging the room* Arranging the materials, we disassembled
* Teamwork
 |
| 12:59 to 1:15 pm  | Plan for next meeting* Plan for next meeting
 |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| Final calculations on heim joints  | Fahad | 12/2 | TBA |
| Lotus work on rear suspension | Shamlan | 12/2 | TBA |
| FEA on steering  | Le Allan | 12/2 | TBA |
| Gear disassembly | Andres | 12/2 | TBA |
| Gear disassembly | Drew | 12/2 | TBA |

**Next formal meeting: 12/2/19, 47a, at 12:00pm.**