

+ MEETING MINUTES

Topic: Client meeting

Date: Friday, March 27, 2020

Time: 1:00 pm – 1:45pm

Online via zoom

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

1:00 to 1:30pm	Discussion with client <ul style="list-style-type: none">• Updating the client• Discussion about how we will work online
1:30pm to 1:40 pm	Team discussion <ul style="list-style-type: none">• How we will work• Splitting work• Discuss about rear suspension
1:40 to 1:45 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: 4/3/2020, online, at 1:00 pm.