

+ MEETING MINUTES

Topic: Client meeting

Date: Friday, January 31, 2020

Time: 1:00 pm – 1:45pm

47a and machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

Fahad Alhowaidi

Shamlan Albahar

LeAlan

Table 1. Record of meeting.

1:00pm to 1:10 pm	Discussion with the client <ul style="list-style-type: none">• Discussion led by the client• Discussion on moving the car to the machine shop
1:10pm to 1:40 pm	Moving the car <ul style="list-style-type: none">• Moving from building 47a to the machine shop• Taking the car to room 105• Updating the client with results• Taking measurements
1:40 to 1:45 pm	Plan for next Meeting <ul style="list-style-type: none">• Plan for what we will do for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Front suspension	Fahad	TBA	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	TBA	TBA
Brakes	Drew	TBA	TBA

Next formal meeting: 2/7/2020, 47a or machine shop, at 12:45pm.