

+ MEETING MINUTES

Topic: Team meeting

Date: Thursday, February 6, 2020

Time: 2:30 pm – 5:30pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

2:30pm to 5:15 pm	Team work <ul style="list-style-type: none">• Working with solid works• More Disassemble on the car• Each member working on his subsystem
5:15pm to 5:30 pm	Plan for next meeting <ul style="list-style-type: none">• What we need to finish for next meeting• Taking the car to room 105• Updating the client with results• Taking measurements

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.