

+ MEETING MINUTES

Topic: Staff meeting/ Team meeting

Date: Friday, February 7, 2020

Time: 12:40 pm – 5:00pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

12:45pm to 1:15 pm	Discussion with DR Oman <ul style="list-style-type: none">• Showing work for the hardware review• Discussion on results for each subsystem
1:15pm to 4:45 pm	Team work <ul style="list-style-type: none">• More disassembly on the car• Each member working o his subsystem• Updating each other results
4:45 to 5:00 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: 2/14/2020, machine shop, at 12:45pm.