

+ MEETING MINUTES

Topic: Client meeting/ Team meeting

Date: Friday, February 14, 2020

Time: 1:00 pm – 5:00pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

1:00pm to 1:30 pm	Discussion with the client <ul style="list-style-type: none">• Updating the client• Scheduling for when to finish the work• Getting approved to order parts
1:30pm to 3:00 pm	Discussion <ul style="list-style-type: none">• Working on rear suspension• Getting parts from 47a• Working on solidworks
3:00 to 4:45 pm	Team work <ul style="list-style-type: none">• Working on the car• More solid work on rear suspension• Working on Ers and Tps
4:45 to 5 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	TBA	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	TBA	TBA
Brakes	Drew	TBA	TBA

Next formal meeting: 2/21/2020, machine shop, at 1:00pm.