

+ MEETING MINUTES

Topic: Team meeting

Date: Tuesday, February 18, 2020

Time: 3:00 pm – 6:00pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

3:00 to 3:15pm	Team discussuion <ul style="list-style-type: none">• Plan for what to finish during this meeting• Splitting work
3:15pm to 5:45 pm	Team work <ul style="list-style-type: none">• Working on the car• Working on solidworks• Installing the front suspension
5:45 to 6:00 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: 2/19/2020, machine shop, at 6:00 pm.