

MEETING MINUTES

Topic: Client meeting

Date: Tuesday, September 24, 2019

Time: 3:40 pm – 4:30 pm

Location: Engineering Building,

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees: All team members

Table 1. Record of meeting.

3:40 pm to 3:55 pm	Discussion with the client (David Willey) <ul style="list-style-type: none">• Discussion led by David Willey• Giving the team new tasks to make research on• Taking notes by the logistics manager
3:55 pm to 4:10 pm	Team discussion with the client <ul style="list-style-type: none">• Assigning task for each member• The team updated their research with the client• Setting time to take more measurement from the machine shop
4:10 to 4:30 pm	Plan for next meeting <ul style="list-style-type: none">• Complete the measurements in the machine shop for next meeting• Setting up primary and secondary member for each task• Team agreement

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Brake	Drew	10/30	TBD
Front suspension	Fahad	10/30	TBD
Rear suspension	Andreas, Shamlan	10/30	TBD
Steering	Le Allan	10/30	TBD

Next formal meeting: 9/26/19, machine shop, at 2:30pm.