

# MEETING MINUTES

## Topic: Team meeting

**Date:** Tuesday, October 8, 2019

**Time:** 3:30 pm – 4:50pm

**Location:** Machine shop

**Minutes recorded by:** Fahad Alhowaidi

**Meeting called by** Team

**Attendees:** All team members

**Table 1. Record of meeting.**

<b>3:30 pm to 4:00 pm</b>	<b>Team discussion</b> <ul style="list-style-type: none"><li>• Discussion led Andreas</li><li>• Each member will take measurements needed</li><li>• Brainstorming</li></ul>
<b>4:00pm to 4:30 pm</b>	<b>Taking dimensions</b> <ul style="list-style-type: none"><li>• Each member taking calculations needed</li><li>• Members helping each other</li><li>• Checking measurements</li></ul>
<b>4:30 to 4:50 pm</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>• Setting up a time for next meeting</li><li>• Preparing for presentation</li><li>• Team agreement</li></ul>

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Introduction and functional model	Fahad	10/9	10/9
Rear suspension problem statement and decision matrix	Shamlan	10/9	10/9
Decision matrix of front knuckles	Le Allan	10/9	10/9
Cad model and Decision matrix	Drew	10/9	10/9
Bill of materials and budget planning	Andreas	10/9	10/9

**Next formal meeting: 10/9/19, SBS, at 3:00pm.**