

+ MEETING MINUTES

Topic: Team meeting

Date: Friday, February 21, 2020

Time: 1:00 pm – 5:30pm
machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees:

All team

Table 1. Record of meeting.

1:00 to 1:45pm	Buying heims and bolts <ul style="list-style-type: none">• Went to homeco and copper state to buy heims and bolts for the front suspension
1:45pm to 5:15 pm	Working and meeting with the EE team <ul style="list-style-type: none">• Working on the car• Working on front suspension• Planning for where to place the battery
5:15 to 5:30 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	Week 8	TBA
Rear suspension	Shamlan, Andres	TBA	TBA
Steering	Le Allan	Week 9	TBA
Brakes	Drew	Week 9	TBA

Next formal meeting: 2/25/2020, machine shop, at 3:00 pm.