

# 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.**

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