

MEETING MINUTES

Topic: Client meeting and Dr: Tester

Date: Friday, September 13, 2019

Time: 4:00 pm – 6:00 pm

Location: Engineering Building, machine shop

Minutes recorded by: Fahad Alhowaidi

Meeting called by Team

Attendees: All team members

Table 1. Record of meeting.

4:00 pm to 4:20 pm	Discussion with the client (David Willey) and Dr: John Tester <ul style="list-style-type: none">• Discussion led by Dr: John Tester about the project• John Tester giving the team some advises and the project safety
4:20 pm to 5:00 pm	Team work <ul style="list-style-type: none">• Team took permission to take the car to the machine shop• Drew bring the trailer to take the car to the machine shop• Team work together to push the car from the engineering building to the trailer.
5:00 to 6:00 pm	Machine shop <ul style="list-style-type: none">• Dr Willey give us some safety advice for the machine shop• Team took the car from the trailer and place it in the machine shop• Team started to take measurements from the car and record them• Team planning for next meeting

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Taking the measurements	LeAlan, Shamlan	N/A	TBD
Measurements recording	Fahad, Andreas	N/A	TBD
Transfer the car to the machine shop	Drew	N/A	TBD

Next formal meeting: 9/17/19, Engineering building, at 2:30pm.