

Subject

To: All members

From: HPVC Capstone 2020

Date: 10/9/2020

Re: Staff meeting minutes

Time Start: 10:30 am to 12:30pm – 98C

- Reviewed the roll cage and how to mount it on to the frame
- Updated the client about the project
- Discussed the incorrect 20-in front wheel
- Changed the front wheel to a regular wheel with caliper brakes as the disk brakes did not give enough clearance