

MEETING MINUTES

Topic: Helmet Staff Team Meeting

Date: Thursday, January 31, 2019

Time: 5:45 pm – 6:10 pm

Location: Engineering Room 321

Minutes recorded by Race Oshiro

Meeting called by Dr. Trevas

Attendees: Fares, Race, Mana, only Titus missing due to family issues

Table 1. Record of meeting.

| | | |
|---------------------------|--|---------------|
| 5:45 pm to 5:50 pm | Discussion of individual tasks assigned <ul style="list-style-type: none">- Team briefed Dr. Trevas about each individual tasks.- Fares ordered bluetooth sensor and accelerometer.- Manas material has been shipped and team aquired material- Race was working with the arduino club to gain a better understanding of arduino- Found a Bluetooth module that can possibly be implemented in the helmet.- Team is choosing bluetooth because the range is adequate- Mana found out Naomi Bishop left the library and doesn't work there anymore- Instead found ASTM website for the material- | EGR Rm 321 |
| 5:50 pm to 6:00 pm | Discussion of future action tasks <ul style="list-style-type: none">- Race will take the initiative of the Bluetooth module- Race will work on how often the bluetooth will share chunks of data- Mana will figure out a drop test for the helmet- Look into load cell, ASTM, and/or contact Naomi Bishop at the library- Pick up the laser sensor and accelerometer- Meet with client | EGR Rm 321 |
| 6:00 pm to end | Plan for next meeting <ul style="list-style-type: none">- Discussion of action tasks- Discuss about client meeting- | EGR Rm 321 |

Table 2. Tasks Assigned.

| Task | Person Assigned | Due Date | Date Complete |
|---|------------------------|-----------------|----------------------|
| Work on understanding arduino to code the new sensors that will soon come in. | Race | 1/31/19 | 2/7/19 |
| Will do the coding for the accelerometer. | Omar | 1/31/19 | 2/7/19 |
| Pick up laser sensor and work on it. | Fares | 1/31/19 | 2/7/19 |
| Find testing information on the recently acquired material. | Mana | 1/31/19 | 2/7/19 |
| Help Mana work on drop test. | Titus | 1/31/19 | 2/7/19 |
| Set up meeting with client | Team | 1/31/19 | 2/7/19 |
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Next formal meeting: 2/7/19, EGR Rm 321, at 6:10pm
Next members responsible for agenda: Omar
and meeting minutes: Titus