

MEETING MINUTES

Topic: Last Helmet Staff Team Meeting

Date: Thursday, May 2, 2019

Time: 5:50 pm – 6:10 pm

Location: Engineering Room 321

Minutes recorded by Titus Yazzie

Meeting called by Dr. Trevas

Attendees: All members were present

Table 1. Record of meeting.

5:50 pm to 6:00 pm	Discussion of UGRADS <ul style="list-style-type: none">- Dr. Trevas gave scores from UGRADS poster and presentation-	EGR Rm 321
6:00 pm to 6:10 pm	Discussion of finalizing Smart Helmet <ul style="list-style-type: none">- Reflection for final report<ul style="list-style-type: none">o Post Mortemo Yourselfo Technicallyo Working with a teamo Working with clients-	EGR Rm 321
6:10 pm to end	Last Meeting <ul style="list-style-type: none">- N/A	EGR Rm 321

Table 2. Tasks Assigned.

Task	Person Assigned	Start Date	Date Complete
Finish CAD Package, Website, and show client final prototype	Team	5/2/19	5/7/18

Last Meeting