

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Wednesday, October 17, 2018

Time: 6:00 pm – 7:45 pm

Location: Engineering Building

Minutes recorded by Titus Yazzie

Meeting called by Omar

Attendees: All members

Table 1. Record of meeting.

6:00 pm – 6:10 pm	Discussion of assignments/tasks <ul style="list-style-type: none">- Look at assignments due- Presentation 2 and Preliminary Report due within the week- Discuss next client meet up and when to meet. After the team does more research	EGR Building
6:10 pm – 7:45 pm	Discussion of Presentation 2 <ul style="list-style-type: none">- Start on presentation 2- Create Pugh Chart and come up with concept designs- MR Fluid- Airbag- Viscoelastic- Work on Black Box Model and Functioning Model- Schedule and Budget	EGR Building
7:45 pm to end	Plan for next meeting <ul style="list-style-type: none">- Finish any parts that is not yet completed- Work on preliminary	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Finish Black Box Model	Mana	10/21/18	10/21/18
Work on Functioning Model	Omar	10/21/18	10/21/18
Complete Pugh Chart	Race	10/21/18	10/21/18

Outline the PowerPoint	Titus	10/21/18	10/21/18
Update Gantt Chart and Budget	Fares	10/21/18	10/21/18

Next formal meeting: 10/21/18, Omar's residence at 2:00 pm.
Next members responsible for agenda: Omar
and meeting minutes: Titus