

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Sunday, October 21, 2018

Time: 2:00 pm – 4:45 pm

Location: Engineering Building

Minutes recorded by Titus Yazzie

Meeting called by Omar

Attendees: All members

Table 1. Record of meeting.

2:00 pm – 2:30 pm	Discussion of assignments/tasks <ul style="list-style-type: none">- Look at assignments due- Presentation 2	EGR Building
2:30 pm – 4:45 pm	Discussion of Presentation 2 <ul style="list-style-type: none">- Work on presentation 2- Work on Black Box Model and Functioning Model- Schedule and Budget- Practice presentation	EGR Building
4:45 pm to end	Plan for next meeting <ul style="list-style-type: none">- Look at Preliminary report	EGR Building

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
	Mana		
	Omar		
	Race		
	Titus		

	Fares		
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Next formal meeting: 10/24/18, EGR building at 6:00 pm.
Next members responsible for agenda: Omar
and meeting minutes: Titus