

# MEETING MINUTES

## Topic: Helmet Team Meeting

Date: Wednesday, October 31, 2018

Time: 6:00 pm – 6:15 pm

Location: Engineering Building

Minutes recorded by Titus Yazzie

Meeting called by Omar

Attendees: All members

Table 1. Record of meeting.

<b>6:00 pm – 6:05 pm</b>	<b>Discussion of assignments/tasks</b> <ul style="list-style-type: none"><li>- Look at assignments due</li><li>- Individual assignments due 11/9/18</li><li>- Website check due 11/2/18</li><li>- Where the team currently stands</li></ul>	EGR Building
<b>6:05 pm – 6:15 pm</b>	<b>Discussion of Current Status</b> <ul style="list-style-type: none"><li>- Omar went to Arduino workshop</li><li>- The rest of team should go to workshop</li><li>- Fares is going to work with Omar</li><li>- Titus will finish up website</li><li>- Meet with client sometime next week 11/5 – 11/9</li></ul>	EGR Building
<b>6:15 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>- Updates on individual assignments</li></ul>	EGR Building

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Update website	Titus	11/2/18	11/2/18

**Next formal meeting: 11/7/18, EGR building at 6:00 pm.**

**Next members responsible for agenda: Omar**

**and meeting minutes: Titus**