

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Wednesday, November 7, 2018

Time: 6:00 pm –6:30pm

Location: Engineering Computer Lounge

Minutes recorded by Titus Yazzie

Meeting called by Omar Alomar

Attendees: All members present

Table 1. Record of meeting.

6:00 pm to 6:15pm	Discussion of assignments/ tasks due <ul style="list-style-type: none">- Individual assignments- Proposal Presentation- Final Proposal Report	EGR Lounge
6:15 pm to 6:30pm	Discussion of Power Point and Presentation. <ul style="list-style-type: none">- All members discussing their parts- Has anyone done research for individual analysis?- Help/concerns with analysis	EGR Lounge
6:30pm to end	Plan for next meeting <ul style="list-style-type: none">- Look into proposal presentation- Final proposal report due after the following week	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete

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Next formal meeting: 11/14/18, Engineering Building, at 6:00pm.
Next member responsible for agenda: Omar
and meeting minutes: Titus