

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Wednesday, November 14, 2018

Time: 6:00 pm –7:30pm

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">- Proposal Presentation- Final Proposal Report- Prototype design	EGR Lounge
6:15 pm to 7:30pm	Discussion of Power Point and Presentation. <ul style="list-style-type: none">- All members discussing their parts- Begin to work on presentation- Members collectively worked on proposal presentation- Discussed parts- Members are in charge of their given section	EGR Lounge
7:30pm to end	Plan for next meeting <ul style="list-style-type: none">- Final proposal report due after the following week- Think about the prototype and what can the team use- Get a helmet	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Design prototype	Omar	11/26/18	11/21/18
Bill of materials	Fares	11/26/18	11/21/18
Create the CAD package	Race	11/26/18	11/21/18
Introduction and background info	Mana	11/26/18	11/21/18

Create Gantt Chart for Spring semester	Titus	11/26/18	11/21/18
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Next formal meeting: 11/28/18, Engineering Building, at 6:00pm.
Next member responsible for agenda: Omar
and meeting minutes: Titus