

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Wednesday, November 28, 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">- Final Proposal Report- Prototype design- Final CAD package- Website	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- Members collectively worked on final proposal report- Discussed parts- Members are in charge of their given section- Team made edits from previous report- Looked into future assignments- Everyone is given an assignment to complete	EGR Lounge
7:30pm to end	Plan for next meeting <ul style="list-style-type: none">- Last meeting, meet in Spring	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Purchase a helmet for prototype demo	Omar	12/3/18	12/3/18
Help Omar with helmet	Fares	12/3/18	12/3/18
Finalize the CAD package	Race	12/7/18	12/7/18

Order the viscoelastic material for prototype demo	Mana	12/3/18	12/3/18
Work on website	Titus	12/13/18	12/13/18
Summaries of Prototypes	All	12/7/18	12/7/18

Next formal meeting: Spring Semester