

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, January 22, 2019

Time: 5:00 pm – 5:30 pm

Location: Engineering Lounge

Minutes recorded by Titus Yazzie

Meeting called by Team

Attendees: All members present

Table 1. Record of meeting.

5:00 pm to 5:10 pm	Discussion of assignments/ tasks due <ul style="list-style-type: none">- Discuss what was assigned from previous meeting.- Individual tasks are good and members are up to date.- Look into future assignments. Website check and hardware review 1. (Feb 18)- Have coding and design of helmet for hardware review.- Put schedule into drive for future reference-	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none">- Plan to meet up that is not during meeting.- Plan to meet Sunday's to build at 5:00 pm.- Sunday meetings will be held at Omar's place.- Plan to meet with client next week.- Order the accelerometer by the end of the week.-	EGR Lounge
6:25 pm to end	Plan for next meeting <ul style="list-style-type: none">- Plan meeting with client.- New item action for each member	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Attend Arduino Club	Race	1/23/19	1/23/19
Work on codes	Omar	1/25/19	Ongoing

Purchase sensors	Fares	1/25/19	1/23/19
Set up meeting with client	Mana	1/25/19	1/22/19
Website Check and order accelerometer	Titus	1/25/19	1/23/19

Next formal meeting: 1/27/19, Omar's Place, at 5:00pm.
Next members responsible for agenda: Omar
and meeting minutes: Titus