

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, January 29, 2019

Time: 6:00 pm – 6:30 pm

Location: Engineering Lounge

Minutes recorded by Race Oshiro

Meeting called by Team

Attendees: Only Titus is missing due to family issues

Table 1. Record of meeting.

5:00 pm to 5:10 pm	<p>Discussion of assignments/ tasks due</p> <ul style="list-style-type: none"> - Discuss what was assigned from previous meeting. - Plan to meet with client and decide next week individual tasks after meeting the client - 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 - Discussed the arduino parts to order 	EGR Lounge
5:10 pm to 5:25 pm	<p>Discussion of future assignments</p> <ul style="list-style-type: none"> - Plan to meet up that is not during meeting if the parts come in. - Plan to meet Sunday's to build at 5:00 pm. - Sunday meetings will be held at Omar's place. - Plan to take notes at client meeting on thursday. - Order the bluetooth by the end of the week. - Race will ask Dr. Trevas at arduino club about soldering parts together 	EGR Lounge
6:25 pm to end	<p>Plan for next meeting</p> <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	1/29/19	2/3/19

Work on codes	Omar	1/29/19	Ongoing
Purchase sensors, and bluetooth arduino	Fares	1/29/19	2/2/19
Set up meeting with client	Mana	1/29/19	2/2/19
Website Check and order accelerometer	Titus	1/29/19	2/3/19

Next formal meeting: 1/31/19, Omar's Place, at 5:00pm.
Next members responsible for agenda: Fares
and meeting minutes: Mana