

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, February 12, 2019

Time: 6:00 pm – 6:30 pm

Location: Engineering Lounge

Minutes recorded by Race Oshiro

Meeting called by Team

Attendees: All members

Table 1. Record of meeting.

6:00 pm to 6:10 pm	Discussion of assignments/ tasks due <ul style="list-style-type: none"> - Team is deciding on what individual analysis to do - Updates from staff meeting on 2/7/19 - Still waiting on sensors that Fares odered 	EGR Lounge
6:10 pm to 6:25 pm	Discussion of future assignments <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. - 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	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	2/12/19	2/13/19
Work on codes	Omar	2/12/19	2/19/19
Purchase sensors, and bluetooth arduino	Fares	2/12/19	2/22/19

Work on ASTM testing device	Mana	2/12/19	2/26/19
Work with Mana	Titus	2/12/19	2/26/19

Next formal meeting: 2/19/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Fares
and meeting minutes: Mana