

MEETING MINUTES

Topic: **Helmet Team Meeting**

Date: Tuesday, February 19, 2019

Time: 5:00 pm – 5:30 pm

Location: Engineering Lounge

Minutes recorded by Mana

Meeting called by Team

Attendees: All members

Table 1. Record of meeting.

| | | |
|---------------------------|---|------------|
| 5:00 pm to 5:10 pm | Discussion of assignments/ tasks due <ul style="list-style-type: none">- Review staff meeting from 2/14/19- Research of brain injuries and gyroscope- Sensors are working<ul style="list-style-type: none">o Lasero Accelerometer- | 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 if the parts come in.- Race is working on the SD card- Fares ordered the bluetooth device- Plan to build the lever arm device- | EGR Lounge |
| 5:25 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 |
|---------------------|------------------------|-----------------|----------------------|
| Individual Analysis | Team | 3/1/19 | 3/1/19 |
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Next formal meeting: 2/26/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Race
and meeting minutes: Omar