

MEETING MINUTES

Topic: **Helmet Team Meeting**

Date: Tuesday, February 26, 2019

Time: 5:00 pm – 5:30 pm

Location: Engineering Lounge

Minutes recorded by Omar

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">- How far is each member on their individual analysis?- Team looks good on their analysis- Fares needs Race help for analysis- New parts came in-	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none">- Midpoint report is coming up in a few weeks- Midpoint presentation before spring break- Individual analysis are assigned and being worked on	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
Work on ASTM device	Team	3/14/19	3/7/19

Next formal meeting: 3/5/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Titus
and meeting minutes: Fares