

MEETING MINUTES

Topic: **Helmet Team Meeting**

Date: Tuesday, March 12, 2019

Time: 5:00 pm – 5:30 pm

Location: Engineering Lounge

Minutes recorded by Titus

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">- The Midpoint Report is due next week- The Midpoint Presentation is next week- What has the team completed thus far?- Finished the ASTM device- Need to test the system--	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none">- Project should be at least 90% done by 3/28- Plan on testing the system by 3/14/19- Practice presentation	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- Meet during spring break?-	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Practice for presentation	Team	3/1/19	3/1/19
Work parts for Midpoint Report	Team	3/14/19	3/7/19

Next formal meeting: 3/26/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Race
and meeting minutes: Omar