

# MEETING MINUTES

## Topic: **Helmet Team Meeting**

Date: **Tuesday, March 26, 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.

<b>5:00 pm to 5:10 pm</b>	<b>Discussion of assignments/ tasks due</b> <ul style="list-style-type: none"><li>- Team met during spring break and worked on project</li><li>- Tested the accelerometer</li><li>- Started to install the D30 material into helmet</li><li>-</li><li>-</li></ul>	EGR Lounge
<b>5:10 pm to 5:25 pm</b>	<b>Discussion of future assignments</b> <ul style="list-style-type: none"><li>- What has the team done so far?</li><li>- Hardware Review 2 is due this week</li><li>-</li></ul>	EGR Lounge
<b>5:25 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>- Plan meeting with client.</li><li>- New item action for each member</li><li>-</li></ul>	EGR Lounge

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Hardware Review 2	Team	3/29/19	3/28/19


**Next formal meeting: 4/4/19, Engineering Lounge, at 5:00pm.**  
**Next members responsible for agenda: Race**  
**and meeting minutes: Omar**