

# MEETING MINUTES

## Topic: **Helmet Team Meeting**

**Date:** Tuesday, April 16, 2019

**Time:** 5:00 pm – 5:30 pm

**Location:** Engineering Lounge

Minutes recorded by Titus

Meeting called by Team

**Attendees:** All except Mana

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>- Less than two weeks to work on project</li><li>- Final poster is due</li><li>- Have a functional system</li><li>- Order new bluetooth that is compatible with system</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>- Begin testing helmet with the system</li><li>- UGRADS is 4/26/19</li><li>- Prep for poster and oral presentations</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>
Write up final draft for poster	Omar	4/19/19	4/19/19
Assist Omar	Fares	4/19/19	4/19/19
Finish up system	Race	4/26/19	4/26/19

Work on bluetooth and app	Titus	4/26/19	4/26/19

**Next formal meeting:4/22/19, Engineering Lounge, at 5:00pm.**  
**Next members responsible for agenda: Fares**  
**and meeting minutes: Titus**