

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, April 2, 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"> - Last month to work on project - A draft of the UGRADS poster due this week - 	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none"> - Final proof of product is due next week 4/12/19 - Have better results of project - - 	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
Write up draft for poster	Omar	4/5/19	4/5/19
Assist Omar	Fares	4/5/19	4/5/19

Next formal meeting:4/9/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Race
and meeting minutes: Omar