

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, April 22, 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.

| | | |
|---------------------------|---|------------|
| 5:00 pm to 5:10 pm | Discussion of assignments/ tasks due <ul style="list-style-type: none"> - UGRADS is this week - Prepare for presentations - Have system completed - | EGR Lounge |
| 5:10 pm to 5:25 pm | Discussion of future assignments <ul style="list-style-type: none"> - After UGRADS - Final Report - CAD Package - Website check - Peer evals | 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 |
|------------------------------|------------------------|-----------------|----------------------|
| Final Report | Team | 5/3/19 | 5/3/19 |
| CAD Package | Race | 5/3/19 | 5/3/19 |
| Input the BOM in CAD Package | Fares | 5/3/19 | 5/3/19 |
| Website | Titus | 5/7/19 | 5/7/19 |

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Next formal meeting: 4/30/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Fares
and meeting minutes: Titus