

MEETING MINUTES

Topic: Last Helmet Team Meeting

Date: Tuesday, April 30, 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">- System completed- Final Report- CAD Package- Website check- Peer evals- Contact Client to show final product	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none">- N/A	EGR Lounge
5:25 pm to end	Plan for next meeting <ul style="list-style-type: none">- N/A-	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Fix problems with helmet and show client the final product	Team	5/9/19	5/9/19

