

MEETING MINUTES

Topic: Helmet Team Meeting

Date: Tuesday, April 9, 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">- Less than three weeks to work on project- Final product testing proof is due this week- Have a functional system- Fares had to order bluetooth shield--	EGR Lounge
5:10 pm to 5:25 pm	Discussion of future assignments <ul style="list-style-type: none">- Final poster is due 4/19/19- Get better results with helmet- Have bluetooth done by UGRADS-	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
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:4/16/19, Engineering Lounge, at 5:00pm.
Next members responsible for agenda: Fares
and meeting minutes: Titus