

MEETING MINUTES

Topic: Helmet Team 1st Meeting

Date: Wednesday, September 12, 2018

Time: 6:00 pm –7:00pm

Location: Engineering Computer Lounge

Minutes recorded by Titus Yazzie

Meeting called by Omar Alomar

Attendees: All members present

Table 1. Record of meeting.

6:00 pm – 6:20 pm	Discussion of client <ul style="list-style-type: none">- Sports helmet- Focus on one sport (Football?)- Prevent future injuries- Data is transferable	EGR Lounge
6:20 pm – 7:00 pm	Discussion of Team Charter <ul style="list-style-type: none">- Team Meeting is led by Omar- All team members were discussing how to approach team charter- All members are taking personality test- Define who the stakeholder is- Purpose of the project- Everyone come up with 3 ideas for design before next meeting- Break up writing portion of team charter	EGR Lounge
7:00 pm to end	Plan for next meeting <ul style="list-style-type: none">- Omar will be making the agenda- Titus will be taking next meetings minutes- Discussing the next part of the project- Discuss design ideas- Agree on what sport team wants to focus on	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Complete team charter	All	9/14/18	9/13/18
Submit team charter	Mana	9/14/18	9/13/18

Have three design ideas	All	9/17/18	9/17/18

**Next formal meeting: 9/17/18, Engineering building at 6:00pm.
Next members responsible for agenda: Omar
and meeting minutes: Titus**