

MEETING MINUTES

Topic: Helmet Design Ideas Meeting

Date: Monday, September 17, 2018

Time: 6:00 pm –7:20 pm

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 – 6:15 pm	Discussion of assignments/ tasks due <ul style="list-style-type: none">- Discuss assignments and responsibilities	EGR Lounge
6:15 pm to 7:20 pm	Discussion of Design Ideas <ul style="list-style-type: none">- Team Meeting is led by Omar- All team members were discussing design ideas- Each member decides what sport to focus on- Team decides on football- Ask professor	EGR Lounge
7:20 pm to end	Plan for next meeting <ul style="list-style-type: none">- Titus will be taking next meetings minutes- Discussing the next part of the project.- Looking over team assignments	EGR Lounge

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
N/A	N/A	N/A	N/A

Next formal meeting: 9/19/18, Engineering building at 6:00pm.
Next members responsible for agenda:
and meeting minutes: Titus