

# MEETING MINUTES

## Topic: Helmet Presentation 1 Meeting

Date: Wednesday, September 19, 2018

Time: 6:00 pm –8:00pm

Location: Engineering Computer Lounge

Minutes recorded by Titus Yazzie

Meeting called by Omar Alomar

Attendees: All members present

Table 1. Record of meeting.

<b>6:00 pm to 6:15 pm</b>	<b>Discussion of assignments/ tasks due</b> <ul style="list-style-type: none"><li>- Prepare for presentation on 9/24</li><li>- Discuss client's needs</li><li>- Discuss responsibilities of each member</li><li>-</li></ul>	EGR Lounge
<b>6:15 pm – 8:00 pm</b>	<b>Discussion of Power Point and Presentation</b> <ul style="list-style-type: none"><li>- All team members were discussing how to approach presentation</li><li>- All team are discussing design ideas for presentation.</li><li>- Race looked up companies with similar ideas to SMART helmet</li><li>- Members looking into football helmet companies</li><li>- Break up rubric for presentations and start working</li><li>- Discuss customer needs and engineering requirements</li></ul>	EGR Lounge
<b>8:00 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>- PowerPoint will be complete</li><li>- Practice presentation</li><li>- Dividing presentation between teammates.</li><li>- Omar is leading Next week Meeting.</li></ul>	EGR Lounge

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Background for presentation 1	Race	9/23/18	9/23/18
Engineering requirements and QFD	Omar	9/23/18	9/23/18

Budget and Gantt chart	Fares	9/23/18	9/23/18
Help Fares with Gantt chart	Mana	9/23/18	9/23/18
Email friend about surveying high school students, references and conclusion	Titus	9/23/18	9/23/18

**Next formal meeting: 9/23/18, Engineering Building at 6:00pm.**  
**Next members responsible for agenda: Race**  
**and meeting minutes: Omar**