

# MEETING MINUTES

## Topic: Helmet Presentation 1 Meeting

Date: Sunday, September 23, 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>	Cline Library
<b>6:15 pm – 7:30 pm</b>	<b>Discussion of Power Point and Presentation</b> <ul style="list-style-type: none"><li>- All members where working on presentation 1</li><li>- Assign roles to present</li><li>- Have a time limit for 10 minutes</li><li>-</li></ul>	Cline Library
<b>7:30 pm to end</b>	<b>Plan for next meeting</b> <ul style="list-style-type: none"><li>- Practice presentation 1</li><li>- Make notes on other members when presenting</li><li>- Next assignment</li><li>- Client meet up</li></ul>	Cline Library

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Practice for presentation 1	All members	9/24/18	9/24/18
Contact client to meet	Mana	10/1/18	9/27/18

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