*12:00 PM -- Google Hangout Meeting with Alex, Joseph, Russell, and Francesca*

**OSGC Proposal**

Discussed how to move forward with OSGC proposal:

* We will be sticking with Jun Jiao as Advisor - Alex is emailing her, providing her with additional information so she can complete her letter before Friday. Probably no meeting due to snow - we are offering to meet via video chat tomorrow (Thursday, the 12th)
* Trying to model our proposal after fuel pump team’s - Alex is emailing them to see if they will allow us to look at their draft.
* Still waiting on email response from Andrew with clarifying questions about proposal (matching funds, etc).
* Russell is taking lead in researching materials and quotes to add to BOM - anyone with time to do so should try and contribute to BOM.
* Agreed to ‘meet’ up again at 9PM to discuss progress.

**Contacts:** contact sheet added by Alex to drive- everyone should add their email and phone #

**Reminder**: Please add weekly availability to ‘availability’ doc, if you haven’t already.