

New Business:

- Finish fixing revisions for Project Proposal

Unfinished Business:

- Finish the Conceptual Design document

Upcoming Deadlines:

- **Block Diagram needs to be done by tonight**
- **Minutes 6 is due on Monday, October 2nd at 11:59 p.m**
- **Complete evaluation 2 by Monday, October 2nd**
- **Conceptual Design and Planning Draft due October 4th at 11:59 pm**
- **Project Proposal Revisions due October 5th at 11:59 pm (Ask about this)**
- **Conceptual Design and Planning Final Version due October 15th at 11:59 pm**

Progress Updates:

- Everyone
 - Got clear feedback on project proposal
- Caleb Rozenboom
 - Uploaded safety training
- Jayden Marcom
 - Uploaded safety training
- Utsav Singha
 - Uploaded safety training
- Jesse Brewster
 - Uploaded safety training
- Ben Ebel
 - Sent Email to get access to lab

Assigned Work:

- Everyone
 - **Finish Conceptual Design**
 - **Finish Project Proposal Revisions**
 - Meetings this week
 - Monday at 10:00 am and 5:00 pm
 - Tuesday 2:30 pm to 3:30 pm **MEETING WITH STAKEHOLDER**
 - Wednesday at 10:00 am and 8:00 pm
 - Thursday 11:00 am to 4:00 pm
 - Friday at 10:00 am
- Ben
 - Fix introduction of Project Proposal
 - Finish Project Proposal
- Caleb
 - Finish Conceptual Design
- Jayden

- Block Diagram
 - Finish Conceptual Design
- Utsav
 - Finish Project Proposal
- Jesse
 - Block Diagram
 - Finish Conceptual Design

Other (This will be used to address any other matters outside of the previous sections):