

New Business:

- Finalize the project proposal making sure it has no errors
- Start delegating work to be done for the conceptual design and planning draft

Unfinished Business:

- Project proposal is **DUE TONIGHT**

Upcoming Deadlines:

- **Project Proposal is due on TONIGHT**
- **Complete evaluation 1 by Tuesday, September 19th**
- **Minutes 4 is due on Tuesday, September 19th at 11:59 p.m**
- **Conceptual Design and Planning Draft due October 4th**

Progress Updates:

- Caleb Rozenboom
 - Abstract, specifications, and final read-through
- Jayden Marcom
 - Standards, specifications, and final read-through
- Utsav Singha
 - Already available solutions, specifications, and final read-through
- Jesse Brewster
 - Budget, specifications, and final read-through
- Ben Ebel
 - Timeline, specifications, and final read-through

Assigned Work:

- Everyone
 - Safety training needs to be done by the next meeting at the latest because we need to start Conceptual Design
- Ben Ebel
 - Set up a meeting with our stakeholder for Thursday, September 21st 2:30-3:30

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