

**New Business:**

- Finish the Conceptual Design Final Draft

**Unfinished Business:**

- None

**Upcoming Deadlines:**

- Minutes 7 is due on Monday, October 9th at 11:59 p.m
- Complete evaluation 3 due October 17th
- Conceptual Design and Planning Final Version due October 15th at 11:59 pm

**Progress Updates:**

- Everyone
  - Got clear feedback on project proposal
  - Finished project proposal revisions
  - Finished conceptual design draft

**Assigned Work:**

- Everyone
  - **Finish Conceptual Design Final Draft**
  - Meetings this week
    - Wednesday at 10:00 am and 8:00 pm
    - Thursday 11:00 am to 4:00 pm
    - Friday at 10:00 am

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