

New Business:

- Start finishing the conceptual design document

Unfinished Business:

- none

Upcoming Deadlines:

- **Minutes 5 is due on Monday, September 25th at 11:59 p.m**
- **Complete evaluation 2 by Monday, October 2nd**
- **Conceptual Design and Planning Draft due October 4th**

Progress Updates:

- Caleb Rozenboom
 - Almost done with Safety Training
- Jayden Marcom
 - Almost done with Safety Training
- Utsav Singha
 - Finished Safety Trainings
- Jesse Brewster
 - Almost done with Safety Training
- Ben Ebel
 - Set up meetings with stakeholder to be recurring every Thursday from 2:30 to 3:30
 - Finished and uploaded Safety Training

Assigned Work:

- Everyone
 - **Finish and upload safety training**
 - Meetings this week
 - Monday at 10:00 am and 5:00 pm
 - Tuesday 2:00-4:00 pm
 - Wednesday at 10:00 am and 8:00 pm
 - Finish Block Diagram by this day
 - Thursday 2:30-3:30 with stakeholder
 - Friday at 10:00 am
- Ben
 - Finish conceptual design introduction on Monday
- Caleb
 - Email about Soldering Training
 - Turn in/upload safety training
- Jayden
 - Finish conceptual design introduction on Monday

- Turn in/upload safety training
- Utsav
 - Turn in/upload safety training
 - Finish conceptual design introduction on Monday
- Jesse
 - Turn in/upload safety training

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