**ENGINEERING DESIGN III NOTEBOOK**

**Weekly Meeting Minutes**

Date of Meeting: 1/22/2023 Start Time: 5:30 PM

Attended: Matt H, Joe S, Kat S, Austin C End Time: 7:30 PM

Goals for Today’s Meeting:

* Finish ConOps Revisions
* Risk Assessment and Mitigations
* Market Research
* PDP Draft #1 in Document Form Creation

Task Status:

* ConOps Reform Has Been Completed
* Market Research Has Been Completed
* Risk Assessment and Mitigations Has Been Completed
* PDP Draft #1 Is 80% Complete

Action Items (record responsibility for each on Tasks and Responsibilities Record)

* Need To Review and Implement Engineering Standards – Matt and Joe
* Perform Some Calculations - Matt
* General Organizational Work and Further Market Research – Kat and Austin