**ENGINEERING DESIGN III NOTEBOOK**

**Weekly Meeting Minutes**

Date of Meeting: January 16, 2023 Start Time: 3:30 PM

Attended: Kat, Matt End Time: 5:00 PM

Goals for Today’s Meeting:

* Submit Conops and System Requirements
* Submit Technical Drawings
* Submit Project Schedule
* Begin Brainstorming PDP
* Submit Weekly Meeting Minutes and Status Report

Task Status:

-Conops and System Requirements are submitted

-Project Schedule is submitted

-Status Report and Weekly Minutes are submitted

-Did begin brainstorming ideas for the PDP

-Nowhere to submit the technical drawing so we were unable to complete that task.

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

-Joe converted Conops slideshow to a PDF file and submitted it

-Joe also finished the schedule and submitted it in PDF format

-Matt finished and submitted the Reports

-Matt and Kat brainstormed the drafting of the PDP.