

Title: VTOL Project - #

Date/Time:

Attendees:

Phase: Phase 1 - 3BSM (3 Bearing Swivel Module)

Meeting Objective:

By the end of this meeting, we will _____ and leave with _____.

A) Current Build Status

Mechanical

Done: -

In progress: -

Blocked: -

Electronics

Done: -

In progress: -

Blocked:

Software/Controls

Done: -

In progress: -

Blocked: -

B) Decision Log

Decision #	Topic	Options Considered	Decision	Owner	Deadline
Decision - #					

C) Build / Assembly / Design Work

Build Plan for Today :

- Assemble: _____
- Fit-check: _____
- Test: _____
- Update CAD live: _____
- Update wiring diagram live: _____

Artifacts created/updated:

- CAD:
- Diagram:
- Test doc:
- Photos/video:

D) Tasks for Next Session

Task	Owner	Deliverable (link/file)	Acceptance Criteria ("done when...")	Due

F) Next Meeting

Next meeting objective:

Required prep (must be done before next meeting):

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- -
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