-created a research folder for all of our research information (competing prices/products, consumer reports, existing solutions, etc)

-at this meeting:

-complete weekly update

-complete problem statement (share with Matthew this week after getting the go-ahead from faculty)

-would you guys rather meet in person at our weekend meetings?

-complete problem specification document (due at Monday’s meeting, share with Matthew this week after getting the go-ahead from faculty)

-check: I forget, did Jackson say that he could get data sheets about health regulations??

-update the project plan: include the following:

-complete house of quality by Friday, oct 28 (assignment in Canvas)

-complete engineering specification document by 10/25/22

-share with Matthew and request that he look over and sign by 11/1/22 or return it with feedback so we can revise (we need to have the “engineering specification phase done in the next 2 weeks so we can move on to the next stage, conceptual design

-engineering specification REPORT due at end of engineering specification stage, start on this 10/24 and goal is to have it done by 11/7/22

-designate time this week for everyone to look over everyone else’s research so we are all on the same page and all know what is going on (1 hr)

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**Discussion:**

-Planning on showing faculty our engineering specification document tomorrow at weekly meeting, if they approve then we will send it to Matthew to look over and sign off, once that happens we can begin writing the engineering specification report that is due to Canvas (trying to get it done in the next 3 weeks or so)

-if Matthew wants us to make changes to the engineering specification document, we will and then resubmit it to him to sign

-Ask faculty tomorrow if we need to make house of quality (Canvas says it is due this upcoming Friday)

-Make sure everyone gets as much research in as possible, AND that everyone is reading each others’ research so that we’re all on the same page

-We want to schedule a meeting with Matthew at the end of this week to talk about engineering specification document and house of quality, get his opinion on priorities and such

-Next week’s meeting on Sunday: optional to join the meeting in-person at the library? Otherwise you can still join via Teams meeting

-please take a look at the weekly update and updated project plan to make sure you know next steps (and make edits if you deem necessary)

**-Goal for this week:** continue researching as much as possible (2 hr minimum) to gain more knowledge about possible solutions, send engineering specification document to Matthew, get started on Engineering specification report (technically due on canvas dec 2 but we need to have it done way before then because we can’t move on to the conceptual design stage until we submit it)

-update your availability on word doc in teams files so that we can schedule a meeting with Matthew using this

-(reminder to submit engineering notebook entries and summary of what our group is working on to canvas by 6pm on sundays if you can’t make the weekly faculty meetings)