**Call to Order:** 3:31pm

**Meeting Summary**

1. The team contract was completed and posted to Blackboard for review.
2. ME department meeting time has still not yet been assigned.
	1. Meeting will be held in the ME senior design room.
3. Matthew was selected as the current phase leader by unanimous consent.

**Pending Business**

1. Scheduled a meeting with Okoli
	1. See Stephanie Salters in the IE department to schedule it.
	2. Our alternative meeting time (Friday at 3:30pm) is possible during business hours.

**Adjournment:** 5:27pm