Meeting Time: 9am at the College of Engineering, Room A207

1. Today’s schedule:
   1. Session 1: 9am–12:30pm
   2. Lunch: 12:30pm–1:30pm
   3. Session 2: 1:30pm–End
      1. Our goal is to end by 6:00pm
2. Approval of team contract (most likely by unanimous consent)

**Everything was approved**

1. Risk Assessment needs to be signed by EE advisor by next meeting (?)

**Asking Dr. Hooker this week**

1. Finish House of Quality

**Done**

1. Briefly merge report sections
   1. Check for logical continuity
2. Construct PowerPoint presentation
   1. Practice PowerPoint Presentation

**Design Idea:**

* **Include Scissor and how we can’t use it**
* **Reusing Telescoping and making a more stable cart**
* **Using Palm Pruners that already made and have it come up**
  + **Put it on a tripod**
* **Climbing robot**

**Missing:**

* **WBS – Pat**
  + **RAM – Tico**
* **In deliverables – make risk assessment one – Tico**
* **Business Analysis – Dani & Enrique**
* **SIPOC description - Enrique**
* **SWOT – Dani**
  + **Description**
* **Risk Matrix – Derek**
* **Budget and Bill of materials – Gabe**
  + **Bill Histogram - Gabe**
* **House of Quality – Matthew**
* **S curve - Derek**

**Questions:**

* **Ask about the amount of people presentations**
* **Where Are the peer evaluation forms**