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

Schedule:

9am–2pm: Work

Attendance: All

1. Discuss team participation
	1. Everyone can give feedback to improve future performance
2. Review schedule
3. Design update
	1. Finalize design

**CAD files almost done**

1. Make poster
	1. If poster is not finished today, we will have to meet over break

**Began poster, will be done by next Sunday**

1. Begin writing additional report section
	1. Add to existing sections (e.g. business analysis)
2. Payment for Phase 1 Report
	1. $18.03 total
	2. Tico has already paid $5 toward it
	3. Derek has already paid $5 toward it
	4. $8.03 remaining
3. Select new phase leader

**Dani**

1. Questions/comments/concerns from members

**Design is nearly finalized. Most of the meeting was running through some design problems and finding solutions. The CAD drawings will be done by next meeting. The poster was worked on and should be completed next meeting.**

