Meeting Time: 11am

Present: Gabe, Matthew, Enrique, Dani, Derek

Absent: Pat, Alberto (both excused)

MEs

* Assembly began on 3/16
	+ Poles were mounted to the sheet on the cart
	+ The locking nuts used were defective, which resulted in two bolts being broken during assembly
		- New Grade 8 nuts and two Grade 8 bolts were purchased from Lowe’s as replacements
	+ Assembly steps already completed were documented for the report
* Assembly will resume on 3/23

EEs:

* New section for the report regarding the electronics testing was written and proofread
	+ One subsection remains

IEs:

* NIOSH optimization writing completed
	+ MEs will proofread to ensure weight optimization methodology is correct
* Will assist with safety procedures during assembly on 3/23
* Proofread ME and EE report sections and clarified
* Will complete Gantt charts and network flow diagrams for 3/27 meeting
* Upcoming dates:
	+ Next report due: March 31st