Meeting Time: 11am

All members were present, except Dani

* Upcoming dates:
	+ Presentation Feb 26th
	+ Mini-poster (paper) due before spring break March 5th
	+ Next report due: March 31st
* IEs:
	+ Added OHSA/NIOSH analysis
	+ Started poster
	+ Corrected Analyze Phase report sections
		- More will be corrected in March
* MEs:
	+ Planned next steps for assembly of prototype
		- Created DXF file for ring work order
		- Looked at the poling at HPMI
		- Planned step by step what we’re doing to attach the pole to the base
* EEs:
	+ Assisted MEs since electronics have not yet arrived
	+ Planned PowerPoint slides