**Virtual Team and Client Meeting**

**Attendees**: all team members

**Date**: 3/26/2021

* Reviewed HR2 document for submission.
* Reviewed UGRADS registration information and documents to meet deliverable.
  + Delegated work for the poster, PowerPoint for the event.
* Discussed testing action items and dates to work on this.
* Machine Shop dates planned.
* Reminded team of website check coming up to share documents and images as needed from testing and machine shop days and analysis completed.

**Reminder/Upcoming Events:**

* 3/28/2021 register for UGRADS
* 3/29/2021 timecard due
* 3/30/2021 and 4/1/2021 machine shop
* 4/2/2021 poster draft