Minutes of Meeting on PRO-Q2 Term 4 Week 2

Date: May 7th 2015

Venue: Room 2.021

Present: Daan Conijn (chairperson), Kevin Oei, Koen van Vliet, Andrew Lau (minutes)

Absent: -

Guests: Irma Laponder, Students from group 3, Daniel Martoredjo, Fiona Oei

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| **Item** |  | **Action** | **By/when** |
| 1. | The deadline for drafting the Bill of Material is May the 7th at night. Koen is in charge of the Bill of Material and the finished BOM will be checked by the rest of the members and delivered | Koen van Vliet | 8 may |
| 2. | The division of the tasks. Daan and Andrew are in charge of the Analogue part, Kevin and Koen are in charge of the digital part. If one group is finished before the other, then that group has to help the other. |  |  |
| 3. | After debating which software will be used for simulations, TINA-TI was chosen because many group members are already familiar with operating this softwar. There is less experience with the other two proposed softwares (Caspoc and Multisim). |  |  |
| 4. | The deadlines were discussed regarding the calculations, simulations, measurements and constructions. Kevin Oei will look up the deadlines in the projectbook and based on the deadlines, new deadlines will be determined two to three days prior to the actual deadlines. | Kevin Oei | End of week 2 or before the next meeting |
| 5. | Koen intends to acquire etchant for the the copper-clad PCB. Koen will therefore look up the price and see if it can be added in the BOM. | Koen van Vliet | A.S.A.P. |
| 6. | Daan will contact Jesse to make an appointment for the next meeting that Jesse can attend as well. Note that next week Thursday and Friday are holidays and that the upcoming meeting is limited to Monday, Tuesday and Wednesday. | Daan Conijn | A.S.A.P. |