Minutes of Meeting on PRO-Q2 Term 4 Week 3

Date: May 13th 2015

Venue: Room 1.???? (Computer room)

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

J.E.J op den Brouw

Absent: -

Guests: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** |  | **Action** | **By/when** |
| 1. | No remarks | - | - |
| 2. | The agenda was check by everyone and there are no remarks | - | - |
| 3. | There are no announcements | - | - |
| 4. | J.E.J op den Brouw checked the BOM and there are no remarks. J.E.J op den Brouw already delivered the BOM to Mr. Olsthoorn. Koen is allow to buy back up components. Opamps are available on CONRAD and RS Online. More information regarding ordering OPAMPS, consult Frank | - | - |
| 5. | Flat position is the position when the potmeter is exactly in the middle between the two end-points. Additional capacitors are needed around the potmeters. | - | - |
| 6. | BOM already sent.  ***Measurement report:***  Actual deadline: 29 May 2015; Our deadline: 25 May 2015  ***Draft final design report:***  Actual deadline: 29 May 2015; Our deadline: 27 May 2015  ***Poster:***  Actual deadline: 10 June 2015; Our deadline: 8 June 2015  ***Final design report:***  Actual deadline: 12 June 2015; Our deadline: 10 June 2015  Koen bought more stuff besides echant.  Everything is to be built on PCB | - | - |
| 7. | No questions are remarks. | - | - |
| 8. | There was no meeting planned but if it’s necessary, then Daan will contact J.E.J op den Brouw. | - | - |