

# 10/09 WK10 Group Meeting

<b>Location</b>	ENGN
<b>Date</b>	2019/10/09
<b>Time</b>	2pm
<b>Attendees</b>	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier

## Agenda

1. Audit 3
2. Tech Launcher

## Notes

- Audit 3
  - Client communication (Keith Engineering and Chinese Manufacturer) (Andre)
  - Processes of designing (several iterations of design, removing of breaker etc. adding water tank, electricity box, dust collector etc.) (Lily)
  - Solidworks (Derek)
  - Draft of Handover Document (Derek)
  - Mention the poster and brochure (optional) (Jess)
  - Design specifications (TPM) (Jess)
  - Budget (Andre) (building cost, running cost)
- Tech Launcher
  - Andre will be going
  - Lily will be going

## Action Items

Client communication (Keith Engineering and Chinese Manufacturer) (Andre)  
Processes of designing (several iterations of design, removing of breaker etc. adding water tank, electricity box, dust collector etc.) (Lily)  
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Mention the poster and brochure (optional) (Jess)  
Design specifications (TPM) (Jess)  
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