

# 07/29 WK2 Group Meeting

<b>Location</b>	ANU Engineering Building
<b>Date</b>	29/07/2019
<b>Time</b>	10:00 - 11:00
<b>Attendees</b>	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier

## Agenda items

1. Set up regular group meeting times
2. Discuss what to write to the client in the introduction email
3. List out the topics for the upcoming meeting with the client
4. Select a leader to participate in the Technical Leadership Program

## 1. Regular group meetings

Tuesday 5-7pm

## 2. Possible meeting times with the client

The members are all available on Wednesday 3-5pm or Friday 9-11am

## 3. Meeting topics

- Dimension requirements
- CAD/ Solidworks drawing for the current system
- What's the 3D software that the client is currently using
- How does machine work
- Types of insects? Mealworms
- What are the final products
- The general cost for the parts
- General timeline (deadlines)
- Prototype feasibility
- Contract

## 4. Technical Leadership Program

Derek was selected to participate in the Technical Leadership Program.

Action item	Owner	Deadline	Status
Send the client an introduction email and schedule the first meeting	Group	07/29	Completed The client agreed to meet on Wednesday 3-5pm
Sign up for the Technical Leadership Program on wattle when available	Derek	-	Completed