

09/12 Break 2 Group Meeting

Location	Engineering Building
Date	09/12
Time	2:40 - 4:09pm
Attendees	Derek Tan, Lily Zhang, Jessica Ying

Agenda

1. Survey
2. Manufacturer communication
3. Scope
4. Drawing

Notes

1. Survey
 - a. No need to survey other students. Because they know more than us.
 - b. There is a need to survey industry experts, but this will happen at the end of our project.
 - c. Draft a survey
2. Manufacturer communication
 - a. It was found that what the client is after is already existing on the market.
 - b. On top of the existing solution, we also need a boiler to provide steam, electricity supply, and a water pool.
 - c. What we can do is to improve the existing solution. Such as extra structural reinforcement, better ventilation, easier maintenance and cleaning access that will satisfy the Australian standards.
3. Scope
 - a. Meet the client to see where we should be heading towards.
4. Drawing
 - a. Using AutoCAD to generate the 3D then generate the three views of the design.

Action Items

Action item	Owner	Deadline
Ask GoTerra if it is good enough to process one ton within 4 hours and that's as much the machine can process within a day. Explain the current system to GoTerra.	Lily	09/20
Infor the tutor and course convener that no feedback was given regards to decision making. The reflection part was not shown in the feedback document.	Derek	09/12
Survey for industry experts	Jessica	09/14
General process schematic diagram	Derek	09/12
TPM finalize	Andre	09/16