

08/09 WK3 Client Meeting

Location	Hancock Library room 3.28
Date	2019/08/07
Time	9:00-9:59
Attendees	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier Martin Amidy (client) Jiefei Wang (client) (through phone call)

Martin' suggestions after reading our ConOps

- Martin acts on behalf of the client. So in the ConOps, put his name in the client section.
- We do not need the budget to be too specific at this stage.
- He is happy with the project scope for now. We can always rescope, reevaluate and redesign the project if it's not deliverable within the time frame.
- For potential customers, we should consider other customers. (not only goterra)
- There is too much carbohydrate in conventional waste, which makes it not applicable to our machine. Thus we should mainly focus on insect rendering.

Phone call with Jiefei

- The team called him at 9:37 am
- He suggested that we should be more clear about how to divide the workload.
- The current ConOps is very preliminary. It will become clearer as we progress.
- He is unable to confirm the required throughput. He will send a follow-up email when he gets relevant from his manager.

Action Items

Action item	Owner	Deadline	Status
Send Martin completed version of	Derek	08/13	Completed

ConOps for him to sign			
More research about rendering plant	Lily	08/14	Completed