

08/27 WK6 Group Meeting

Location	ENGN BLD
Date	08/27
Time	7:03 - 7:46
Attendees	Derek Tan, Lily Zhang, Jessica Ying, Andre Olivier

Agenda

1. Combine 3D models into one
2. Audit 2 slides
3. Audit 2 content
4. Reply Jiefei email about factory visit

Notes

1. Combine 3D models into one
 - a. Figure out how to download the model from the SketchUp webpage.
 - b. Send them to Andre so he can combine them
2. Audit 2 slides and presentation
 - a. More dot points in the slides as that is going to make things clearer
 - b. Functional analysis, more detail
 - c. Recap from Audit 1 (2 slides) Lily
 - d. Feedbacks and what did regards to them (improvements) Lily
 - e. Requirement analysis Derek
 - f. Functional analysis Derek
 - g. 3D models (everyone do their part) TPM Andre
 - h. Progress against each criterion Jessica
3. Functional analysis
 - a. Rename F3.3 to maintain the temperature of shredded material
 - b. Separate F3.4 into two functions or keep it as it is
 - c. A function for automation as it is required by the client
4. Reply Jiefei email about factory visit
 - a. Monday break 1 works the best for us
5. Email Martin and Jiefei about meeting cancelation
6. Presentation duration

- a. Let's aim for 10 mins to finish the whole thing
- 7. Regards to the feedback about project constraints, we have decided not to do it as it's already included in Project scope, stakeholder analysis, risk analysis, and contingencies

Action Items

Action item	Owner	Deadline
Combine the 3D models into one	Andre	08/30
Put their own part into the shared slide	Team	08/30
Change functional analysis	Derek	08/28
Send Andre the 3D model	Derek	08/28
Email jiefei and Martin	Derek	08/28
Upload the minutes	Derek	08/28