# **Meeting Minutes – Installation Development Project**

## **Meeting Information**

**Objective:**

|  |  |
| --- | --- |
| Date: 21/03/2019 | Location: King William Computer Lab |
| Time: 17:00 | **Meeting Type:** Project rework |
| Called By: Daniel Taylor | **Facilitator:** Daniel Taylor |
| Time Keeper: Daniel Taylor | **Note Taker:** N/A |

**Attendees:**

* Winson Tao
* Daniel Taylor
* Jake Burton
* Yamil Tarabin

|  |
| --- |
| Agenda Items |
| Discuss implications and solutions to not having access to a linear actuator for the project. |

|  |
| --- |
| Decisions |
| Rework project to use a Table Tennis ball and paddle-based output rather than water and waves. |

|  |  |  |
| --- | --- | --- |
| New Action Items | Responsible | Due Date |
| Create new design drawings to accommodate the change. | Yamil Tarabin |  |
| Adjust and document changes to the project plan (Assets, concept etc) | Jake Burton, Winson Tao |  |
| Book out angular servos that will be used to power paddle movement. | Yamil Tarabin, Daniel Taylor, Jake Burton |  |
| Create and conduct a prototype experiment for the paddle action. | Jake Burton, Winson Tao |  |

|  |
| --- |
| Other Notes & Information |
| Meeting was called as an emergency meeting after learning that the project would not have access to any linear actuators (A requirement of the previous plan) |
|  |
|  |