|  |  |  |
| --- | --- | --- |
| **Minutes of Meeting** | **Date:** 26 March 2019 (Tuesday) |  |
| **Place:** FKM Admin Lvl 1  **Time:** 11am – 12pm &  4pm - 9pm | **Participants:**   * Dr. Saiful, Dr. Daing, Dr. Melya * Azril, Ain, Lorenz, Uli, Jakob |  |
| **Meeting Objectives:** | | **PIC** |
| * Visit chassis dynamometer at FKM lab * Discuss things that are needed for the project * Project proposal report discussion | |  |
| **Proceedings:** | |
| * Dynamometer at FKM Workshop will be repaired this week (installation of new software and repair chassis dynamometer). PIC: En. Imran (011-37704115) * Room for work will be available next week (Week 8) at FKM Level 2 * Things needed to setup raspberry pi:   1. Monitor (provided by Dr. Saiful)   2. Keyboard   3. Adapter   The car that will be used for testing on chassis dynamometer is from SAE (New Myvi) PIC: Dr. Azri (Tel No:- 0179030887)   * Content that is needed for project proposal were discussed | |

|  |  |  |
| --- | --- | --- |
| **Minutes of Meeting** | **Date:** 27 March 2019 (Wednesday) |  |
| **Place:** FKP Library  **Time:** 5pm – 8pm | **Participants:**   * Azril, Ain, Lorenz, Uli, Jakob |  |
| **Meeting Objectives:** | | **PIC** |
| * Assign task * Discuss about proposal report | |  |
| **Proceedings:** | |
| * Content in proposal report were divided among group members   1. Proposal writing – Ain, Azril and Uli   2. CAD Drawing – Lorenz   3. Materials and items needed for project – Jakob * Measurement of space area at the front seat (at the pedal) were taken   Displacement of throttle position = 6cm | |

|  |  |  |
| --- | --- | --- |
| **Minutes of Meeting** | **Date:** 28 March 2019 (Thursday) |  |
| **Place:** FKM Admin Lvl 1  **Time:** 6pm – 7pm | **Participants:**   * Azril, Ain, Lorenz, Uli, Jakob * Dr. Daing |  |
| **Meeting Objectives:** | | **PIC** |
| * Project proposal present | |  |
| **Proceedings:** | |
| * Keyboard and mouse can claim later (if still not available on next Monday) * Design selection (consider how long it takes to take part) * Regulation in UMP if budget cost more than RM1000 need to have meeting * Bill of Material and Gantt Chart were presented * For project presentation (at the end) prepare power point slide and video presentation (90 seconds) * Material for prototype (need to check materials in FKM Store) * Aluminium profile (to be considered) * Survey material atHardware Shop in Kuantan * Send link to Dr. Daing to buy stuff * Next meeting with Dr. Daing – Tuesday * Chassis Dyno training – either Monday or Tuesday * Update to Prof. Kettner once in a while | |