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| --- | --- | --- | --- | --- | --- | --- |
| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: |  | | Location: |  | |

|  |  |
| --- | --- |
| Attendees: [Initial(s)] | Not attending: [Initial(s)] |

# Agenda items

1. Action points / minutes from the last meeting
2. Project progress / schedule /budget
3. [Problems]
4. [Next week’s activities]
5. [Agenda item]
6. [Agenda item]
7. Next Meeting Date? AOB?

Minutes / Notes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Design foolproof charging system | SS,HL | 8/2 | Progress |
| (3) | Write up electrical hazard mitigation, for safety (isolation, double isolation) | SS,HL.? | 8/2 | Progress |
| (4) | Create overview CAD model | ES,JB,TA,HM | 11/2 | Progress |
| (5) | Writeup backlog of meeting minutes | All | 11/2 | Progress |
| (6) | Improve technical & user spec | All | 11/2 | Progress |
|  |  |  |  |  |