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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: 09/03/2020 |  | | Location: CLC |  | |

|  |  |
| --- | --- |
| Attendees: ES,JB,HM,HL,SS, TA | Not attending: |

# 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: 10/03/2020

Minutes / Notes

-First draft of individual sections put together

-Report Outline Updated to account for Design Timeline, Servicing and End of Life Sections

-Report will now consist of 4 distinct sections, see outline

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| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Further proof-read individual sections | All | 13/03/2020 |  |
| (3) | Combine and edit motor & transmission and wheels sections into single “Drive Train” section | HM | 13/03/2020 |  |
| (4) | Develop service and end of life sections | TA | 13/03/2020 |  |
| (5) | Complete CAD Modelling | ES | 13/03/2020 |  |
|  |  |  |  |  |