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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: 10/02/2020 |  | | Location: Calman Centre |  | |

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

# 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: 11/02/2020

Minutes / Notes

-Schematic for control system completed

-Battery casing modelled

-Attachment transmission gear to wheel finalised with adhesives analysed for performance and cost

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| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Overall system control architecture to be finalised | SS,HL | 11/02/2020 |  |
| (3) | Modify railing system for battery casing to increase ground clearance | ES | 11/02/2020 |  |
| (4) | Complete CAD model for trucks and incorporate into final complete model | TA | 11/02/2020 |  |
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