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

|  |  |
| --- | --- |
| 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: 12/02/2020

Minutes / Notes

-Final Design Model Completed

-Costings and Bill of Materials Discussed and Updated

-Design Presentation: 20 mins + 5 mins questions, need to cover business case (market appeal of product and economics of manufacture) as well as engineering details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Complete and collate all relevant numerical data: component sizings, requirements and costings etc. | All | 12/02/2020 |  |
| (3) | Write individual segments of presentation and familiarise oneself with other areas in order to be able to cohesively deliver presentation | All | 15/02/2020 |  |
| (4) | Group practice for presentation | All | 15/02/2020 |  |
|  |  |  |  |  |
|  |  |  |  |  |