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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: | 12/11/19 | | Location: | E092 | |

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| Attendees: HL, SS, HM, JB, ES (AH, TB) | Not attending: TA |

# Agenda items

1. Project Introduction
2. Project preliminary scope
3. Milestones/Deliverables

Minutes / Notes

Weekly meetings 10:00-10:30 in E092, full group attendance required.

Skateboard to be used is pre-purchased.

Use the design marking matrix to ensure that all areas are being met.

Range: Engineering to Butler College, uphill is most important.

Would like range of a full week of journeys.

Should use a collaborative planning tool, look into getting a workflow protocol started.

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| ID | Action items | Owner(s) | Deadline | Status |
| (1) | Establish Collaborative Planning Framework | SS HL | 19/11/19 | Complete |
| (2) | Establish CP workflow README | SS | 19/11/19 | In Progress |
| (3) | Begin research for feasibility report | ALL | On going |  |
|  | Suspension  Wheels  Controls  Battery  Drive-Train  Board | TA  HM  HL  SS  JB  ES |  |  |
| (4) | Gannt Chart | JB | On going |  |
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