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| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date: 02/02/2020 |  | | Location: Edward Street’s Flat |  | |

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

# 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: 04/02/2020

Minutes / Notes

-Established that a rear-wheel drive system would be implemented with a belt drive through use of a design matrix

-Analysed various methods of attaching battery pack and motor to board, (see sketches) – confirmed that motors would be attached to the rear truck and that battery pack would be detachable

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| ID | Action items | Owner(s) | Deadline | Status |
| (1) | [Action item] | [Initial(s)] | [Date] | [In Progress or Complete etc] |
| (2) | Finalise and produce model for drive system (delivery of power to wheels) | HM, TA | 11/02/2020 |  |
| (3) | Determine specifics of attaching battery and charging system to board | ES | 11/02/2020 |  |
| (4) | Determine how transmission gears are to be attached to the axle/wheel | HM | 11/02/2020 |  |
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