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| --- | --- | --- | --- | --- | --- | --- |
| D:\GoogleDrive\_ScalabePM\images\Scalable Project Management Menu small.png | *Project Meeting Minutes* | |  |  | | --- | --- | | Date:18/11/19 |  | | Location: Engineering Study Area |  | |

|  |  |
| --- | --- |
| Attendees: HM, SS, TA, JB, ES, HL | 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? AOB?

Minutes / Notes

Motor -> who needs to be together to research that?

Look into regenerative breaking capabilities

Need longboard dimensions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Action items | Owner(s) | Deadline | Status |
| (1) | Obtain measurements of longboard | ES | End of Week |  |
| (2) |  |  |  |  |
|  |  |  |  |  |
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