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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 |  | |

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| --- | --- |
| 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/feasibility?

Need longboard dimensions

What is the budget for the whole project?

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| ID | Action items | Owner(s) | Deadline | Status |
| (1) | Obtain measurements of longboard, CAD model of board produced afterwards. | ES | End of Week |  |
| (2) | Research Regenerative breaking | HL SS | On going |  |
| (3) | Determine the budget from client | TA |  |  |
| (4) | Complete project management templates | TA |  |  |
|  |  |  |  |  |
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