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

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

# Agenda items

1. Collaborative Planning Framework Complete
2. Progress from last week
3. Planned work for week ahead

Minutes / Notes

Xmind -> a free mindmap software

The feasibility report should be 1000-12000 words, asking Oliver Vogt for more info.

Weight of passenger established at 1100N.

Primary use case is the return journey from campus, not essential for the downhill journey.

Motor choice is on the critical path for design, need to research motor families.

Assume the board is fully functional, the project should be treated as a retrofit of an existing product.

Need to assess what items are on the critical path.

Need to determine the torque/speeds required.

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| ID | Action items | Owner(s) | Deadline | Status |
| (1) | Look into motor families to see which are applicable | SS, HL, JB | On going |  |
| (2) | Establish the torque and speeds required as orders of magnitude, so that motor size can be considered | ES | On going |  |
| (3) | Continue work on deliverable | All | On going |  |
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