| Date: 25/01/22 | Time: 1330 - 1400 | Place: Zoom After Lecture |

Attendance

Attended: Jed Muff (JeM), Eric Hannus (EH), Julius Mikala (JuM), Antti Sippola (AS), Jere Vepsä (JV)
Apologies:
Missing: Rituraj Kaushik (RK)

Agenda

1. Session aims
    a. Establish Project Manager
    b. Refine Scope of the project
    c. Getting a better idea of what needs to be done
2. Any other business
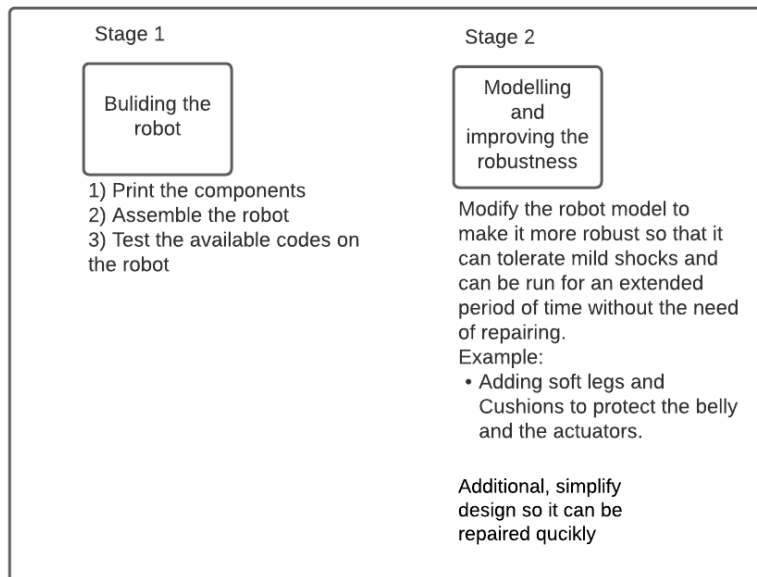   a. Questions to instructor

Outcomes:

- Jed Muff is going to be Project manager responsibilities include:
    o Point of contact between course staff and group, (mainly relates to organising the gala event)
    o Keep meeting and minutes
    o Submit reports
- Other reasonability's are divided between the whole group. These should be established after/during the project plan.
- Talked about the scope of the project, on the next page is a diagram understanding the current scope (without the instructor's aid). These should be further refined with the instructor.
- JV found official deadlines we need to abide by:
    o project plan (10/02/2022)
    o Presentation slides (11/03/22)
    o Business Doc (18/03/22)
    o Final Report (03/06/22)
    o Gala (24/05/22)
- Unfortunately, RK couldn't make it so we need to organise another meeting this week to answer some questions. Currently:
    o Do we have to acquire servos/controller?
    o Can we change components, and on that note cost?
    o Is the scope identified ok as well as the overall aims?
    o What resources do we have: 3D printers, workspaces (Do we need to book), money?
- Besides these questions also general advice on how to further break down steps.
- Also organised a team on MS Teams and Telegram group chat.

Action Log

Action to be taken	Who is responsible	Deadline
Set up meeting with instructor RK	JM	ASAP

Scope

Stage 1

Buliding the robot

1) Print the components
2) Assemble the robot
3) Test the available codes on the robot

Stage 2

Modelling and improving the robustness

Modify the robot model to make it more robust so that it can tolerate mild shocks and can be run for an extended period of time without the need of repairing.
Example:
• Adding soft legs and Cushions to protect the belly and the actuators.

Additional, simplify design so it can be repaired qucikly

Main Aims:
1) Build the Robot
2) Improving robustness and simplfying design so that it can be quickly repaired

Official deadlines:
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• Presentaiton slides(11/03/22)
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