

Date: 20/05/22	Time:1000-1030	Place:Maarintie 8
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Attendance**Attended:** Jed Muff (JeM), Eric Hannus (EH), Antti Sippola (AS), Rituraj Kaushik (RK)**Apologies:****Missing:****Agenda**

1. Session aims
 - a. Progress report
 - i. New soft parts
 - ii. Lid and stand
 - iii. Video
 - iv. Presentation
 - b. Report on GitHub page and documentation
 - c. Divide Final Document
2. Project Track
 - a. Overdue:
 - b. This Week:
 - i. Presentation
 - ii. Poster
 - iii. Video
 - c. Next Week:
 - i. Gala
 - ii. Final Document

Outcomes:

Meeting (with RK):

1. Showed RK the new video made for the project. His feedback was to add another video of the robot without the leg.
2. RK also wants a small email just saying what each person has done for the project.
3. We also reviewed the new GitHub page. Structure is ok. We should do the documentation in markup for easier editing in future.
4. RK is going to come to the gala (not all day, but the important parts). We will send an invite to his calendar of when.
5. Also discussed what we have learned from this project. Big ones are general debugging and CAD skills.

Just after meeting (without RK):

1. Presentation was done, just need JeM to complete the construction section.
2. We will rehearse the presentation on Monday 23rd of May 1700.
3. The overall structure of the final document was planned, and workload was divided.
4. It was decided that Abstract, Discussion and Future Work sections will be done after the main body is done.

Action Log

Action to be taken	Who is responsible	Deadline
Edit video to add broken leg	JV	-
Send Calendar invite to RK	EH	20/05/22
Update documentation and finish GitHub	JeM	23/05/22

Group #1-10
Quadruped Robot

Finish Contruction slide of documentation	JeM	23/05/22
Final Document Section: Introduction	JeM	27/05/22
Final Document Section: Objectives	JeM	27/05/22
Final Document Section: Project Plan	JeM	27/05/22
Final Document Section: Top Level Design	JV	27/05/22
Final Document Section: Soft Parts	JuM	27/05/22
Final Document Section: Body Assembly	AS	27/05/22
Final Document Section: Testing	EH	27/05/22
Final Document Section: Achieving Objectives	JuM	27/05/22
Final Document Section: Timetable	EH	27/05/22
Final Document Section: Risk Analysis	JV	27/05/22
Final Document Section: Project Meetings	JeM	27/05/22
Final Document Section: Quality	JeM	27/05/22
Final Document Section: Group Member Personal Reflections	All	27/05/22