

Date: 10/03/22	Time: Discussions throughout the day	Place: Campus & Telegram
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Agenda

Summarize this week and what the decisions are looking forward.

1. Project plan
 - a. Overdue
 - i. 3.4 Manufacture Alternative Parts (Waiting for soft filament)
 - b. This week
 - i. Discuss and research business opportunities
 - ii. Prepare presentation slides
 - iii. Prepare for business pitch and attend the workshop
 - c. Next week
 - i. Write Business aspects document

Outcomes:

1. Everyone has completed the first version of their slides
2. Pitch Workshop
 - a. Managed to discuss our pitch and identify improvements
 - b. Successfully practised our pitch with a live audience. We managed it in 6 mins and 30 seconds, a good time.
 - c. The workshop presenter gave us some excellent feedback about our pitch.
 - d. We have all made improvements, and JeM will submit the presentation tomorrow. We should all be ready for the actual pitch now.
3. Looking forward
 - a. We divided up the business aspects document, so everyone knows their role. See action log.
4. Unfortunately, we could not look at the ordered parts that were delivered due to illness. It needs to be on the agenda for next week to identify missing parts.

Action Log

Action to be taken	Who is responsible	Deadline
Submit Business pitch slides	JeM	11/03/22
Organize a time to meet for parts	JeM, RK	17/10/22
Deliver pitch	All bar RK	15/10/22
Business aspects section – Business Idea	JuM	17/10/22
Business aspects section – Product / Service	AS, JV	17/10/22
Business aspects section – Market Situation and Competitor Analysis	JeM, EH	17/10/22
Business aspects section – Intellectual Property	JV	17/10/22
Business aspects section – Product Development and Technology	AS	17/10/22
Business aspects section – Conformance	EH	17/10/22
Business aspects section – SWOT Analysis	JuM	17/10/22
Business aspects read through and write summary	JeM	17/10/22