Group #1-10 **Quadruped Robot**

Date: 27/01/22	Time: 1130 - 1300	Place: Zoom Meeting

Attendance

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

Agenda

1. Session aims
    a. Refine Scope of the project
    b. Identify key aims, what is the goal of this project
    c. Ask questions to RK
        i. Do we have to acquire servos/controller?
        ii. Can we change components, and on that note cost?
        iii. Is the scope identified ok as well as the overall aims?
        iv. What resources do we have: 3D printers, workspaces (Do we need to book), money?
    d. Break down the project further
    e. Divide up parts of the project plan between group members
2. Any other business
    a. …

Outcomes:

The meeting was done in two halves: 1st with the instructor RK, 2nd just group.

1st Part (Everyone)

- Refined scope of the project further, it is emphasized that the main part is constructing the robot and the second priority of changing the robot should be done after the first part is fully complete. Apart from that scope identified before is accurate.
- Aims identified before are accurate
- Questions to RK:
    - **Do we have to acquire servos/controller? Can we change components, and on that note cost?** - Yes, we must acquire the parts, priority number 1 should be to write a parts list to send to RK for them to order.
    - **What resources do we have?** - We have a workshop and 3D printers at Aalto university. RK suggested that we do the project regularly on campus.
- RK said may want to use Jira as a management tool.

2nd Part (JeM, EH, JuM, AS, JV)

- Priority number 1 for this meeting was the parts list. Together we brainstormed and identified parts needed for the project, found links and sent a list to RK.

- The project breakdown was further discussed. After some discussion, we agreed as a group to take this project into three parts. First, we plan for the building stage and testing, and we make the robot. Second, we test the robot and identify improvements that can be made. Third, we plan the improvements stage and make improvements

to the robot. This approach allows us to manage unknowns that will become apparent after the first part of building the robot. This approach is pending the approval of RK and will be the subject of the next meeting.

- Lastly, we broke down parts of the project plan and divided up sections for people to do before next Thursday's meeting. With a few unknowns in mind, the mentality of completing these sections is to first do it (with assumptions) and then the group can discuss improvements/changes in the next meeting.

Action Log

Action to be taken	Who is responsible	Deadline
Parts list for RK	All bar RK	27/01/22
RK order parts	RK	03/02/22
Project Plan: Write up “Background” Section	EH	03/02/22
Project Plan: Write up “Expected output” Section	JuM	03/02/22
Project Plan: Write up “Phases of project” Section	JuM	03/02/22
Project Plan: Write up “Work packages and Tasks of the project and Schedule” Section	EH	03/02/22
Project Plan: Write up “Work resources” Section	All	03/02/22
Project Plan: Write up “Cost plan and materials” Section	AS	03/02/22
Project Plan: Write up “Other resources” Section	AS	03/02/22
Project Plan: Write up “Project Meetings” Section	JeM	03/02/22
Project Plan: Write up “Communication plan” Section	JeM	03/02/22
Project Plan: Write up “Risk management” Section	JuM	03/02/22
Project Plan: Write up “Quality” Section	JeM	03/02/22
Project Plan: Write up “Changes to the project plan” Section	JV	03/02/22
Project Plan: Write up “Measure for the successful project” Section	JV	03/02/22