Minutes Of Meeting of *Efficient Technology*

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| Meeting Title | Project 1001 Portable Laptop Table |
| date | 7th Feburary 2020 |
| time | 3.00 p.m. – 4.00 p.m. |
| Location | Study Area, Block B, 5th Floor, UCSI University (South Wing) |

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| Meeting called by | Ian Hoh Wen Yang |
| Timekeeper | Max Lim Zheng Shen |
| Note Taker | Vincent Effendi |

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| Attendees | Ian Hoh Wen Yang (1001955881)  Vincent Effendi (1001954910)  Nico Halisno (1001955110)  Max Lim Zheng Shen (1001955478)  Aaron Lim Yoon Lip (1001955904) |
| Absentees (with apology) | No Absentees |

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| Agenda | 1. Welcoming Speech 2. Description Of Project 3. Explanation On Required Product Specification 4. To Brainstorm On Initial Sketch Of Prototype Design 5. Next Meeting 6. Adjourning |

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| No. | **Agenda Item** | **Action** |
| 1 | **CEO’s Welcoming Speech**  CEO convoked the meeting by giving warm welcome greeting and opening speech to all of us. | For Info |
| 2 | **Description Of Project**  To design, produce a functioning multipurpose adjustable and portable laptop table for a upcoming Science And Tech Exhibition Day As Of Below Details :   * Date – 27th March 2020 (Friday) * Time – 8.30 – 12.00p.m. * Venue – MPH Block A North Wing Campus (UCSI COLLEGE) | All Members |
| 3 | **Explanation of Required Product Specification**  Essential:   * Must fit through a maximum of 300mm (width) x 400 mm (height) cross-section. * Minimum 2 stands or maximum 4 stands. * Must include other features. (E.g.: fan, stationery case, hand phone stand, mouse pad, etc.)   Highly Desirable:   * Must have portable features. * Must have extendable features. * Must be fast to set up and easy to use. * Less weight.   Desirable:   * Affordable manufacturing and selling price. * Can be fit in a laptop bag. * Easy to manufacture. * Attractive. | All Members |
| 4 | **Initial Sketch Concept**  It was suggested by Ian that such portable table will be in cuboid  shape with ventilation vents on the top.  All members agree on the suggestion. While Vincent suggested 2  adjustable legs for it and Aaron suggested the 2 adjustable legs  should be jointed and place on left and right sides of the table  Max suggested a mouse pad should also be included in it.  All members agree on the suggestions.  All suggestion above is sent to the design department.  The sketch will be ready to be sent within 7 days | Max |
| 5 | **Next Meeting**  The fixed schedule for the next meeting was agreed to be held on Friday, 14th February 2020, at the same location and time as the current meeting. | For Info |
| 6 | **Adjourning**  Ian thanked all participating members in the meeting and ended the meeting at 4.00. p.m. | To Note |

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| Action | Owner | Due Date |
| Complete Initial Sketch | Max | 13th February 2020 |

Prepared by: Approved by:

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Vincent Effendi Ian Hoh Wen Yang