Minutes Of Meeting of *Efficient Technology*

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| Meeting Title | Project 1001 Portable Laptop Table – 2 |
| date | 14th February 2020 |
| time | 3.00 p.m. – 4.20 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. Presentation of Initial Sketch Of Product 2. Material Selection for Initial Prototype 3. Workload Distribution Among Department |

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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 | **Presentation of Initial Sketch**   * As per attached in the MOM 2 @ Page 3 | All Members |
| 3 | **Material Selection for Initial Prototype**  Ian suggested Plywood due to low cost and easy machinability with  weight disadvantage.  Aaron suggest Acrylic due to lightweight while maintaining strong  structural support, better finish.  Nico suggested to use hollow stainless steel (super thin ) for the  adjustable legs  All members agreed with Acrylic material and stainless-steel legs  after a quick online survey of cost price due to reasonable price and  the quality finish it able to produce. | All Members |
| 4 | **Workload Distribution**  Aaron: Material Purchasing / conduct manufacturing process  Vincent: Mechanical Workshop Timing Booking as per below  Date: 21st February 2020  Time: 2.00 p.m.to 6.30 p.m.  To prepare electronics needed for extra features  Nico: To prepare on final product hand drawings / assist in  manufacturing process  Max: To prepare on final product AutoCAD drawings / assist in  manufacturing process  Ian: To assist on manufacturing process and serve as  technical advisor | Max |
| 5 | **Next Meeting**  All members have agreed that the fixed date for the next meeting will be determined based on the progress and condition of the manufacturing process | For Info |
| 6 | **Adjourning**  Ian thanked all participating members in the meeting and ended the meeting at 4.20. p.m. | To Note |

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| Action | Owner | Due Date |
| Purchase Material | Aaron | 20th February 2020 |
| Book Mechanical Workshop | Vincent | 15th February 2020 |
| Consult Material of Choice | Vincent | 15th February 2020 |
| Prepare Hand Drawings of Product | Nico | 15th March 2020 |
| Prepare AutoCAD Drawings of Product | Max | 15th March 2020 |

Prepared by: Approved by:

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Vincent Effendi Ian Hoh Wen Yang