Minutes Of Meeting of *Efficient Technology*

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| Meeting Title | Project 1001 Portable Laptop Table – 3 |
| date | 24th February 2020 |
| time | 4.00 p.m. – 5.30 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. To Discuss Deviation of Final Product from Initial Sketch 2. Problems Met While Producing Initial Prototype 3. To Discuss on Additional Improvement on The Product |

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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 | **Deviation of Initial Sketch**   * During the process of manufacturing the initial product, we   found the material of choice extremely flexible, more than our initial  estimation.   * Ian suggest infusing some modern characteristics such   as a replaceable tabletop for extra flexibility which allows the  the table to be convert into a drawing or reading platform.   * Max suggested a matte paint finish instead of the original gloss   finish to further enhance the durability of the table surfaces.   * Vincent suggested the use of pipes as the legs as they have   low density while maintaining a strong structural integrity.  All members agree on the suggestions provided above. Therefore,  there will be slight changes to the design of product compared to initial  sketch. | All Members |
| 3 | **Problems During Manufacturing**   * Uneven surfaces of the sides of acrylic due to human error while   layering   * Lots of scratches were induced on the acrylic * Unstable Legs | All Members |
| 4 | **Additional Improvements of Products**   * Aaron suggested to put an anti-slip on the legs to increase the friction. * Nico suggested mouse pad, cup holder and phone holder should   be included.  All members agreed on the suggestion. | All members |
| 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 4.45. p.m. | To Note |

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| Action | Owner | Due Date |
| Purchase Additional Material | Aaron | 20th February 2020 |
| Update Hand Drawings of Product | Nico | 15th March 2020 |
| Update AutoCAD Drawings of Product | Max | 15th March 2020 |

Prepared by: Approved by:

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Vincent Effendi Ian Hoh Wen Yang