Minutes Of Meeting of *Efficient Technology*

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| Meeting Title | Project 1001 Portable Laptop Table – 4 |
| date | 9th March 2020 |
| time | 4.00 p.m. – 4.45 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 Conduct Quality Check Within Company (Product Testing) 2. Preparation of Final Drawings (AutoCAD & Hand Drawing) 3. To Update Client on Work Progress and Pre-Demo of 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 | **Quality Check on Prototype**   * All Members Agree to Conduct Drop Test, Legs Structure Robustness, Maximum Supporting Weight, All Electronics   Condition, Product Weight, Portability and Ergonomics Will  Be Conducted by Ian Hoh | Ian Hoh |
| 3 | **Preparation of Final Prototype Drawings**   * Products Will be Send in For Final Prototype Drawings   (AutoCAD & Hand-Drawing)   * Nico – Hand Drawing * Max – AutoCAD Drawing   The Drawings Are Expected to Be Done Before 16th March 2020 | Nico & Max |
| 4 | **To Conduct Pre – Demo to Client**   * To Make an Appointment with the Client to pre-demo our product and sketches to ensure all specifications were met. | Vincent |
| 5 | **Next Meeting**  All members have agreed that the fixed date for the next meeting will not be determined in the meeting, and will be informed by email on a later date. | 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 |
| Make an Appointment with Client | Vincent | 25th March 2020 |
| Prepare Finalized Hand Drawing of the Product | Nico | 16th March 2020 |
| Prepare Finalized CAD Drawing of the Product | Max | 16th March 2020 |

Prepared by: Approved by:

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Vincent Effendi Ian Hoh Wen Yang