**Agendas – EWB Group 27**

**Two Meeting slots per week: Monday 12-1pm, and Friday 12-1pm.**

**Time slots can be extended**

**Week 3**

**Meeting 1 - 28/09/20**

1. Ensure all group members have completed the previously assigned task of reading up to pg17 in the EWB design brief.
2. As a group move onto pages containing “challenge areas”, pgs. 17-19, and cover them in depth. This time will also be used to project ideas towards solving these challenges.
3. As this section of the project is idea based, allow time away from meeting to enhance free thinking.
4. End of Meeting.

**Week 3**

**Meeting 2 – 02/10/20**

1. Go through team members individually, each sharing their suggestions with the group.
2. For each member go through a quick advantage and disadvantage list for the token solutions.
3. Decide on a final list of possible challenge area solutions to go away and study in further depth.
4. End of Meeting.

**Week 4**

**Meeting 1 - 05/10/20**

1. Discuss the ideas chosen to be studied in depth
2. Rank the Ideas through the use of a scoring system, out of a possible total of 60. Concluding on the best solution.
3. Take the two top scoring options and study in a lot of depth, splitting the group in two.
4. End of Meeting.

**Week 4**

**Meeting 2 – 09/10/20**

1. Both Groups to go through the in-depth research of two important topics, plastic recycling and the bio farm.
2. Decide on the solution used for our report
3. Discuss the importance of planning the poster and assignment sections in advance. Assigning tasks for the following week.
4. End of Meeting.

**Week 5**

**Meeting 1 - 12/10/20**

1. Discuss more on the report format created by Callum, what sections are important and what can be left until last. Also discuss the poster format created by Seun.
2. Run through the research compiled by each team member.
3. Distribute tasks for next meeting.
4. End of Meeting.

**Week 5**

**Meeting 2 – 16/10/20**

1. Go over the sourcing of plastics, how recycling is correctly done, power consumption and potential ways to provide the energy, and machine prices.
2. Andrew and Chi go through the problems we could solve with this machinery.
3. Assign tasks for following weekend.
4. End of Meeting.

**Week 6**

**Meeting 1 - 19/10/20**

1. Discuss the energy problems that arose at the previous meeting, allowing Ross and Seun to pitch solutions.
2. Emphasis on more practical solutions that could be implemented in Lobitos. What ones are the most useful?
3. Overview of the introduction section of the report written by Callum. If anything needs changed or what to add
4. Assign tasks & end meeting.

**Week 6**

**Meeting 2 – 23/10/20**

1. Finalise the general energy usage and the method of energy production best to provide enough energy.
2. Discuss the fundraising and employment research done by Callum and Ross, hopefully with a figure on much money we can raise for the project.
3. Overview of the solutions split into project stages, plus the machines required to produce each item.
4. Assignment of tasks & end of meeting.

**Week 7**

**Meeting 1 - 26/10/20 - CANCELLED**

1. Go through the poster template assembled by Seun, changing bits as we go.
2. Get feedback from Callum as to the Sustainability and ethics of the project, along with the notes on safety and hazards taken by Chi & Ross.
3. Review the excel document on solutions, analysing the research on plastic typing and going through the separation of items into tourist merchandise and charitable items provided to the community.
4. Assign tasks & end meeting.

**Week 7**

**Meeting 2 – 30/10/20**

1. Follow agenda meant for previous week, with Callum, Seun, Andrew, and Chi having the same tasks.
2. Obtain design information on the shredder from Ross, Injection Moulding from myself, and, if Andrew had time, the Extrusion section.
3. Since the project is leaning into its later stages, spend a bit more time analysing the tasks to be completed, assigning them over the next week.
4. End of Meeting

**Week 8**

**Meeting 1 - 02/11/20 – Appearance from lecturer Reza Mohammadi**

1. Engage with lecturer as to our query on the intricacies of the design, how in depth we must deign both the plastic processing instruments and then the solutions.
2. Move on towards the bulk of the meeting, I will discuss findings on the improved injection moulding, upscaled version. Also displaying a concept for the name and logo. Ross and Seun can also display the work completed on the poster so far.
3. Go through the Gantt chart created by callum together, makes tweaks and increasing the detail. Then have a look at the CAD drawings of the project solutions modelled by Chi and Andrew.
4. Focus efforts on the poster, assigning tasks that focus on its completion before the deadline.
5. End of Meeting.

**Week 8**

**Meeting 2 – 06/11/20**

1. Go through the poster sections completed by everyone, assigning the best person to assemble them all into a final template.
2. Allow lots of time for Ross to overview the costs, allowing us to see the feasibility of the project.
3. Fault find the project, outline all the remaining uncertainties and assign group members to the different problems in order to solve them.
4. End of Meeting

**Week 9**

**Meeting 1 – 09/11/20**

* 1. Start with Seun going through the newly found turbine, producing 25kW. Then move onto the other faults to fix and the solutions we have to fix them. Streamlining the project.
  2. Select a project location within Lobitos, related to the outdoor vs indoor facility debate.
  3. Allow Chi to go through the poster he has designed from prior week's information, highlights the parts still missing and assign members to complete them over the week. With goal to complete the poster the next week.
  4. **End of Meeting.**

**Week 9**

**Meeting 2 – 13/11/20**

1. Go through the template business stage plan as a group, adding bits, agreeing, and disagreeing.
2. Compile all sections to be put on the poster, SWOT analysis (Callum), Short- & long-term plan (Cameron), Costing and funding (Ross), Location information (Andrew), and “what we are making” section (Chi).
3. Seun to go through the Energy information of solar panels, cost and feasibility. Tasks then to be assigned for the following week.
4. End of Meeting.

**Week 10**

**Meeting 1 – 16/11/20**

1. From the contents section of the report, outline the sections missing & assign them to be completed as tasks for the next meeting
2. Finish the report.
3. End of Meeting.

**Week 10**

**Meeting 2 – 20/11/20**

1. Take in the previously assigned sections and add them to the report
2. Assigning a peer review of each person’s sections, making sure all sections follow the correct information about the project
3. Begin work on the presentation, creating the PowerPoint it will take place around. Assigning the task for all members to write speeches for the section they are supplied.
4. End of Meeting.

**Week 11**

**Meeting 1 – 23/11/20**

1. Work around the schedule of all members to create the presentation, recording on teams and editing it all together.
2. Measure the cohesivity of the report and tamper with paragraphs to fix the word count.
3. End of Meeting.

**Week 11**

**Meeting 2 – 27/11/20**

1. Through checking the marking scheme, outline any areas where information is missing in the report.
2. Add the final sections to the report, formatting the font size and spacing, making it looks appealing too.
3. Write individual reflective summaries and finalise the agendas and minutes to add to the report.

**Week 12**

**Meeting 1 – 01/11/20**

1. Make final tweaks to the report, making sure all aspects of the project are ready to submit for the 4th.
2. End of Meeting.