**Heriot-Watt University**

**School of Engineering and Physical Sciences**

**B49CB Business Awareness, Safety and Sustainability**

**Group Project**

**Minutes of Meeting 2 of Group Meeting – 02/11/2020**

**Present: Ross Brown, Callum Jardine, Andrew Leahy, Cameron Maxwell, Chi Tse, Seun Ojuoko**

**Apologies:**

**Not Present:**

Minutes taken by: Callum Jardine

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| **No.** | **ITEM** | **ACTION** |
| **1.** | Reza   1. Look at safety 2. Need to explain how to use the machine in detail and how to maintain it 3. Recommends using an expert on how to use the machine 4. Highlight specific plastic that can be used. 5. Need to say in report who is going to build it 6. Need to include dimensions but not the internals of the machine 7. Set up a website to be funded 8. Marking scheme in vision |  |
| **2.** | Moved on to general meeting and discussed what we had done for that day  Callum – gannt chart  Ross and Seun- poster  Andrew and Chi-CAD drawings  Cameron -logo |  |
| **3.** | Delegated tasks for next meeting |  |
| **4.** |  |  |
| **5.** | **Date of Next Meeting: 6/11/2020**  **Time:13:00**  **Place: Microsoft Teams**  **Chair:Cameron Maxwell**  **Minute Taker:callum jardine** |  |