**Heriot-Watt University**

**School of Engineering and Physical Sciences**

**B49CB Business Awareness, Safety and Sustainability**

**Group Project**

**Minutes of Meeting 2 of Group Meeting – 06/11/2020**

**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.** | Everyone presented their part of the poster.  Ross-costs  Cameron-machine  Chi- risk and safety  Andrew-about us section  Seun-wind speeds  Callum-sustainability and ethics |  |
| **2.** | Looked at the Gantt chart Callum had created and added the costs of each section that had been researched by ross and changed some of the task’s dates and durations. |  |
| **3.** | Discussed the tasks for the next meeting and the need to focus on designing the full poster but also the need to look at some key problems we are facing at this stage. |  |
| **4.** | Problems   1. Energy- installation of the wind turbine and energy (may be too big a wind turbine for what we need). We have a 100kW rated wind turbine and only need 10 kW. Tasked Seun to find 25kW turbine. 2. Inability to produce the items we have with the machines we currently have- (recycling bins and water collection tanks). Collection tanks pushed to a later stage; task is to simplify the design of the recycling bins. 3. Need to expand where certain items are sold to make profit especially large items such as the bins and water collection tanks. School supplies moved to stage 1, to be included in poster. 4. Implementation of electrical sockets, generator, and location of wind turbine. Task with what to estimate this installation cost at. 5. Need to highlight in the report who will build the machine, and document in the report how to maintain the machine in simple terms in order for the locals to be able to fix any problems that arise. Including the Indoor vs outdoor scenario, task to outline how to create an outdoor environment suitable for the machines. |  |
| **5.** | **Date of Next Meeting: 9/11/2020**  **Time:13:00**  **Place: Microsoft Teams**  **Chair: Cameron Maxwell**  **Minute Taker: Ross Brown** |  |