| **Meeting Minutes – ROBOTICS TDM Group 4** | | | |
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| **Venue: Boyd Orr Building – 411 Tutorial** | | **Start Time: 3:00 PM**  **End Time: 4:00 PM** | |
| **Date: 9th October 2024** | | | |
| **Attendance** | | | |
| Abishek Seinivasan Moorthy | | | Student |
| Ugochukwu Elvis Som-Anene | | | Student |
| Yuchen Zhang | | | Student |
| Shiao Hu | | | Student |
| Xinkai Li | | | Student |
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| **Meeting Deliberations** | | | |
| * The group discussed the following:   + Time Schedule: Complete   + Project Plan: Ongoing - Will be completed on 11/10/2024   + Cost Estimate: To be discussed with Agnes Ola (Supervisor) on 10/10/2024 by 2:30pm * The following topics will be deliberated with Agnes Ola on 10/10/2024:   + Programming language(s) to be used   + 3D Modeling Software: What’s the best choice? * The group decided the following:   + Ensure the plan for modeling is completed before 14/10/2024   + GitHub will be used for efficient code management and record keeping * The meeting ended by dividing the following functions as follows:   + Control - Xinkai Li   + Coordinator - Yuchen Zhang   + Striker - Ugochukwu Elvis Som-Anene   + Defender - Shiao Hu   + Goal Keeper - Abishek Seinivasan Moorthy * The meeting ended at 4:00pm. | | | |
| **Action Points** | | | |
| **Action** | **Responsibility** | | **Deadline** |
| Github Tutorial | Yuchen Zhang | | 11/10/2024 |
| Draft Regulation Sheet | Xinkai Li | | 11/10/2024 |
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