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| Group Number: | 37 | | Submission Date: | 06-11-2018 | |
| Group Members: | Federica | Alkinoos | Elvis | Ruoning | Kai |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Risk | Severity | | | Potential | | | Score  (Severity x Potential) | Mitigation Measures |
| L | M | H | L | M | H | L=1, M=2, H=3 |  |
| Not within budget | L |  |  | L |  |  | 1 | Plan the budget ahead and ensure the values of components are known and considered before ordering |
| Components aren’t delivered |  | M |  | L |  |  | 2 | Ensure we know exactly what we are ordering and place order well within the deadline |
| Missed deadlines |  |  | H | L |  |  | 3 | Keep up to date with meetings and minutes to make sure everyone knows the deadlines |
| Conflict in team |  | M |  | L |  |  | 2 | Put equal effort into the project to relive stress and bring issues up when they occur |
| Incorrect information for equipment |  |  | H |  | M |  | 6 | Double check data sheets. Ensure at least 2 people are looking at them as an error check |
| Insufficient knowledge to complete a task | L |  |  |  | M |  | 2 | Delegate tasks to people’s strengths and provide support for those not as confident in certain areas |
| Conflict of design opinions |  | M |  |  | M |  | 4 | Ensure everyone’s voice is accounted for to decide the best option for the buggy |
| Components forgotten | L |  |  |  |  | H | 3 | Make sure everyone understands what is happening, when and what equipment they are required to bring |
| Soldering fumes |  |  | H | L |  |  | 3 | Ensuring the extraction fan is on and above the component being soldered |
| Burning |  |  | H | L |  |  | 3 | Properly health and safety training completed and first aid on hand |
| Electrocution |  |  | H | L |  |  | 3 | Make sure to turn off when not in use in laboratories |
| Tripping | L |  |  |  | M |  | 2 | Be aware of surroundings and cautious when around multiple buggies are being tested |

We confirm that all group members participated in the production of this risk register: Yes