*OpenPM² Template v3.0.1* **Minutes of Meeting**

**Rubik`s Cube**

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| **Meeting Title:** | Internal Meeting #1 | **Meeting Date/Time:** | 10/01/2023 |
| **Meeting Type:** | Internal meeting | **Meeting Location:** | GRM C5 091 |
| **Meeting Coordinator:** | Martin Choux | **Issue Date:** | 9/01/2023 |

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| **Attendee Name** | **Initials** | **Present** | **Organisation / Email** |
| Martin Choux | MC |  |  |
| Marius Valberg | MV |  |  |
| Daniel W. Aschehoug | DWA |  |  |
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| **Meeting Agenda** |
| Agenda:   * Project description, motivation, main tasks * Literature review? * Challenges * Which mechatronic skills are needed? * Equipment * collaborative tools (Mendeley, overleaf, miro, etc.) * supervision style * Next steps * date for next meeting * aob? |

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| **Meeting Summary** |
| Motivation from NOV is said to be purely educational.  A academic literature review should to be done.  Projects touches a satisfied amount of mechatronics subfields.  Collabratory tools is set to be overleaf and Github.  Supervision style  Plan for future / meetings were discussed. |

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| **Decisions taken** | | | |
| **Decision Id** | **Description** | **Date of Decision Taken** | **Decision Owner** |
|  | Github as col.tool |  | all |
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| **Actions / ToDo Items** | | | | | |
| **Action Id** | **Creation Date** | **Description** | **Status** | **Target Resolution Date** | **Owner** |
| 1 | 18.01.2023 | Find existing solutions | *Open* | 18/01/2023 | All |
| 2 | 18.01.2023 | Create list of ideas | *Open* | 18/01/2023 | All |

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| **Proposed Agenda for Next Meeting** | **Proposed Next Meeting Date:** | 18/01/23 – 13:00 – 14:15 L:H4 058 |
| *Present status on To-do-items* | | |

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| **Related Documents** | **Location** |
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