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

**Rubik`s Cube**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Title:** | Internal Meeting #2 | **Meeting Date/Time:** | 18/01/2023 |
| **Meeting Type:** | Internal meeting | **Meeting Location:** | GRM H4 058 |
| **Meeting Coordinator:** | Martin Choux | **Issue Date:** | 16/01/2023 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendee Name** | **Initials** | **Present** | **Organisation / Email** |
| Martin Choux | MC |  |  |
| Marius Valberg | MV |  |  |
| Daniel W. Aschehoug | DWA |  |  |
|  |  |  |  |

|  |
| --- |
| **Meeting Agenda** |
| *Present existing technology*  *Present our ideas and approach for assignment.*  *Tasks*  *Whats next* |

|  |
| --- |
| **Meeting Summary** |
| * Existing research / existing technology were presented and discussed. * Twelve ideas for possible solutions-approaches were presented and discussed.   Out of the twelve, 4 solutions were chosen to be particularly interesting:   * 1 – Pnaumatic * 2 – Assembly line * 3 – HMI * 7 – Cobolt * 12 – Educational platform * Todo-tasks were discussed. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Decisions taken** | | | |
| **Decision Id** | **Description** | **Date of Decision Taken** | **Decision Owner** |
| 5 | Present final idea 25.01.23 | 18.01.2023 |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Actions / ToDo Items** | | | | | |
| **Action Id** | **Creation Date** | **Description** | **Status** | **Target Resolution Date** | **Owner** |
| 1 | 18.01.2023 | Create\Update MOM | *On going* | 25/01/2023 | All |
| 2 | 18.01.2023 | Create Gantt-Chart | *Open* | 25/01/2023 | All |
| 3 | 18.01.2023 | Research Vision systems | *Open* | 25/01/2023 | All |
| 4 | 18.01.2023 | Implement research and concept part in bachelor-paper. (Book from Martin) | *Open* | 25/01/2023 | All |
| 5 | 18.01.2023 | E-mail contact in NOV, present ideas, present next stages in assignment, get feedback, get suggestions approach. | *Open* | 25/01/2023 | All |

|  |  |  |
| --- | --- | --- |
| **Proposed Agenda for Next Meeting** | **Proposed Next Meeting Date:** | 25/01/23 – 13:00 – 13:50 L:D3 051 |
| *Present status on To-do-items* | | |

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