




### Individual Project Meeting Record

Project Title	<b>Design and manufacture of an aerodynamic undertray for Formula Student</b>		
Supervisor	<b>Dr. Rob Watson</b>	Student	<b>Dennise Zefanya Tohpati</b>
Date and time	<b>MEETING 1 – 25 SEPTEMBER 2020</b>	Location	<b>MS TEAM [ONLINE]</b>
<p><b><u>Review of actions from previous meeting</u></b> FIRST MEETING N/A</p> <p><b><u>Discussion, decisions, assignments</u></b></p> <ul style="list-style-type: none"><li>• General overview regarding the Project Scope and the main goal of the project.</li><li>• The usage of CBL and software for the project</li><li>• The initial work to start: Literature review and research for undertray design</li><li>• General timeline of the project</li><li>• Discussion regarding technical work: CAD Design, Aerodynamic analysis, and Manufacturing</li></ul> <p><b><u>Agreed actions and completion dates</u></b></p> <ul style="list-style-type: none"><li>• Literature Review and research to be discussed in the next meeting.</li><li>• Create detail project management plan and timeline for the project</li><li>• Check access to the CBL (Dell Horizon and In-Person access)</li></ul>			
Date and time of next meeting	<b>EVERY FRIDAY – 9 A.M. – 2 October 2020</b>	Location of next meeting	<b>MS TEAM [ONLINE]</b>
Supervisor signature		Student signature	<b>Dennise Tohpati</b>