# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Identify the problem | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | | 4.13 | | | | | **Start time:** | | | 19:00 | | | | |
| **Location:** | | | Online | | | | | **End time:** | | | 20:00 | | | | |
| **Chair:** | | | Fred | | | | | **Minute taker:** | | | Lin | | | | |
| 1. Meeting Objective(s) | | | | | | | | | | | | | | | |
| Discuss what problem are we trying to solve | | | | | | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | | | | | | |
| **Present** | | | |  | | |  | | | | | | **Apologies** | | |
| Fred (ZheFu) | | | | Team member | | |  | | | | | |  | | |
| Lin (Yueheng Wang) | | | | Team member | | |  | | | | | |  | | |
| Olivia (Jun Qi) | | | | Team member | | |  | | | | | |  | | |
| Shrillex (Yuqi Lai) | | | | Team member | | |  | | | | | |  | | |
| Harvey (Yupeng Zhao) | | | | Team member | | |  | | | | | |  | | |
| Joy (Xiaoyuanying Kuang) | | | | Group leader | | |  | | | | | |  | | |
| 3. Agenda, Decisions, Issues | | | | | | | | | | | | | | | |
| **Topic/ Discussion notes** | | | | | | | | | | | | | | **Discussion led by** | |
| We can try to solve the problem of backflow of blood when a person is unable to notice the situation of the potion in time. There are already relevant alarm devices on the market | | | | | | | | | | | | | | Joy  Olivia | |
| Can we consider choosing to solve the problem that the elderly are easy to fall down when taking the escalator  Seems that there is no good solution to this problem | | | | | | | | | | | | | | Fred  Skrillex Harvey Joy | |
| What good recycling methods do we have for labels on new clothes  Can we put a seed inside the tag? Then you can put the unwanted labels in the soil, and grow plants to reduce pollution I don't think this idea is very innovative | | | | | | | | | | | | | | Olivia  Olivia  Fred | |
| Can we solve the problem that students' bicycles are easily blown over by the wind I think this is a feasible idea, and this problem does exist in the daily life of students  Many students' bicycles are thought to have been blown by the wind and caused damage  In the design, we should also consider not affecting the original riding experience | | | | | | | | | | | | | | Fred  Harvey  Olivia  Skrillex | |
| 4. Action Items and Outcomes | | | | | | | | | | | | | | | |
| **Action / Outcomes** | | | | | | | | | | **Responsible** | | | | | **Due Date** |
| Design a device on the bicycle to prevent it from being blown over by the wind | | | | | | | | | | Joy | | | | | 4.29 |
| 5. Next Meeting | | | | | | | | | | | | | | | |
| **Date:** | | 2024.4.20 | | | **Time:** | 19:00 | | | **Location:** | | | Online | | | |
| Objective(s): | Design a method blueprint | | | | | | | | | | | | | | |