# **MEETING MINUTES**

| **Meeting/Project Name:** | | | Identify the product prototype | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | | 5.10 | | | | | **Start time:** | | | 21:00 | | | | |
| **Location:** | | | Online | | | | | **End time:** | | | 23:00 | | | | |
| **Chair:** | | | Jun Qi | | | | | **Minute taker:** | | | Xiaoyuanying Kuang | | | | |
| 1. Meeting Objective(s) | | | | | | | | | | | | | | | |
| Discuss the specific structure and details of the product prototype and make a division of presentation. | | | | | | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | | | | | | |
| **Present** | | | |  | | |  | | | | | | **Apologies** | | |
| Fred (ZheFu) | | | |  | | |  | | | | | |  | | |
| Lin (Yueheng Wang) | | | |  | | |  | | | | | |  | | |
| Olivia (Jun Qi) | | | |  | | |  | | | | | |  | | |
| Shrillex (Yuqi Lai) | | | |  | | |  | | | | | |  | | |
| Harvey (Yupeng Zhao) | | | |  | | |  | | | | | |  | | |
| Joy (Xiaoyuanying Kuang) | | | | Group leader | | |  | | | | | |  | | |
| 3. Agenda, Decisions, Issues | | | | | | | | | | | | | | | |
| **Topic/ Discussion notes** | | | | | | | | | | | | | | **Discussion led by** | |
| We first discuss the feasibility of the previous suction cup based bicycle kickstand.  We find that the original idea is difficult to implement. | | | | | | | | | | | | | | Joy  Lin | |
| We investigate and propose a variety of alternatives from various aspects, including springs, telescopic rods, support frames and so on | | | | | | | | | | | | | | Fred Joy Olivia | |
| Then,we discuss the feasibility of each option and conduct a site survey to determine the location of the installation. | | | | | | | | | | | | | | Shrillex  Harvey | |
| Finally,We have a specific division of tasks for next week's presentation | | | | | | | | | | | | | | Joy | |
| 4. Action Items and Outcomes | | | | | | | | | | | | | | | |
| **Action / Outcomes** | | | | | | | | | | **Responsible** | | | | | **Due Date** |
| We finally choose the topic of prototype-wind-controlled retractable bicycle kickstand | | | | | | | | | | Joy | | | | |  |
| 5. Next Meeting | | | | | | | | | | | | | | | |
| **Date:** | | 5.14 | | | **Time:** | 19：00 | | | **Location:** | | | Offline | | | |
| Objective(s): | Design the product details | | | | | | | | | | | | | | |