



Meeting Minutes

Date: 12 November 2019

Meeting goals:

Discuss the scope of the car manufacturing work stream, as part of the Initiation phase activities.

Participants:

- Sonia (Project Sponsor)
- Jeff Vader (Manufacturing manager)
- Mark Kettling (Marketing manager)

Agreements and Actions:

- The project will deliver 6 cars. The newest models have been selected.
- The cars will be used for exhibition only – no test driving to be performed. As a result, Driving Control functionalities are not in scope (e.g. cruise control, signalization of approaching car, etc.).
 - **Action:** Jeff Vader to inform head of IT (Arthur Deeto) by 15 December 2019 (Friday).
- Car components and materials have been agreed.
- The available time to manufacture the cars before August 2020 is considered realistic.