T13Hide Meeting Minutes

|  |  |  |
| --- | --- | --- |
| **Location:** Online | **Date:** 2022-02-10 | 8:30am – 10:30am |

|  |  |
| --- | --- |
| **Present** | <Melissa>, Elijah, Russell, Samuel, Nikhil |
| **Regrets** |  |
| **Absent** | Jason |

# Agenda

* Team Member Check In
* Refine Need Statement
* Problem Definition Report
* Prototype/Problem Definition Presentation
* Present Presentation to Team Window at 10am

## Report on Open Action Items

* *Objective Ranking – finished within the first hour of class*
* *Decision Matrix – finished within the first hour of class*

## Current Business

* Team Member Check In
  + Elijah has been working on the CAD prototype
  + All other members have been working on the concept selection (decision matrix, objective rankings)
* *Need Statement Reads - The Nature Conservancy of Canada (NCC) needs a way to create a nature hide that blends in seamlessly with the surroundings which can hold 4-8 people and is wheelchair accessible because the NCC wants a way for all the visitors of Peele Island to be able to experience nature without disturbing it or detracting from the natural beauty along with improving relations with their donors.*
  + *Can this be refined to be better?*
  + *Will Stick with this statement – team vote: no need to redefine statement, everyone agrees that it incorporates all project needs*
* Problem Definition Report – divided the report each member took a section to work on and finalize before handing it in on Feb 12
  + Report was worked on throughout class, each team member has chosen a part to work on and finish before due date
* Prototype/Problem Definition Presentation
  + Worked on the presentation during class time
  + 5 slides with a brief description of our prototype for the hide
* Presented Presentation to Team Window
  + They liked our prototype and thought we did a good job incorporating all the project objectives based on our first prototype
  + Some suggestions made:
    - Make the window openings symmetrical
    - Is there a way to insulate the hide so that it is soundproof and there is no noise disrupting the animals?
    - Switch the direction of the roof on the prototype; currently if there is a load on the roof i.e snow/rain, it will all fall onto the entrance way. Switch the direction of the incline on the roof so that and load will fall off the roof onto the ground of the sides of the hide

## Next Scheduled Meeting

* Next meeting will take place on February 17th, 2022
  + At the next Thursday meeting Nikhil will preside as chair

# Action Items

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Complete objective ranking | Everyone | 2022-02-03 | 2022-02-10 | 2022-02-10 |
| Complete decision matrix | Everyone | 2022-02-03 | 2022-02-10 | 2022-02-10 |
| Questions for Client meeting #3 | All members | 2022-02-10 | 2022-02-11 |  |
| Complete and Submit Problem Definition Report | All members | 2022-02-10 | 2022-02-12 |  |
| Work on Interior and Exterior Designs of Hide Including Signs Clients Asked for | All members | 2022-02-10 | 2022-02-17 |  |

*Note: Entries should stay in the table until completed. Copy incomplete action items from the previous Minutes.*