S13T6 Meeting Minutes

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| **Location:** ACEB | **Date:** 2021-11-18 | 8:30-10:30 A.M |

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| **Present** | Grace, Jason, Madeleine, Nikhil |
| **Regrets** | Patrick |
| **Absent** | n/a |

# Agenda

1. Make final decisions on materials being used along with bottle and structure design
2. Begin laying out certain pieces of our design and start the building process
3. Refine and work on old meeting minutes based upon the feedback provided by the instructor before being graded
4. Work independently on report components and external research required to improve our design.
5. Decide on next meeting outside of class time

## Report on Open Action Items

* Each member retrieved additional materials required for the building process along with the tools needed as well.

Current Business

* The group has finalized using a smaller 500mL Smart Water cylinder to maximize pressure with a lower volume container and use a 1.5L Smart Water container as a stand for the main reaction chamber.
* Assembled our materials together to place them into the desired structure we wanted to construct without bonding them together.
* Each group member edited old meeting minutes documents based on the feedback given by our TA in class to help get a better mark.
* Each group member continued to work independently on research about various components which could be added to our design structure
* Finalized a time and place for our next meeting during the week.

## Next Scheduled Meeting

November 22nd 8:30am

# Action Items

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| --- | --- | --- | --- | --- |
| **Action Item** | **Responsible** | **Assigned** | **Due** | **Status (date complete)** |
| Bring materials individually collected to next meeting to begin the building process during the next meeting. | Everyone | November 18 | November 22 | Complete  (November 22) |

*Note: Entries should stay on the table until completed. Copy incomplete action items from the pre*