Team 7

Meeting 13: Final Project Feedback Revisions

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**17 NOVEMBER 2020 / 6-7PM EST / ZOOM**

# **ATTENDEES**

David Rak, Radhey Patel, Victoria Lara-Aguilar, Isabelle Goode

# **AGENDA**

* Update final project deliverables based on feedback from Professor Yadav on our drafts.

# **NOTES**

* Project was split up and everyone updated their parts. We reviewed all of the documents as a team.
* Feedback
  + Executive Summary:
    - What makes it more effective/less expensive than competitor solutions? Show comparison of key characteristics
      * Less expensive features than wellness pod of grenlite system
      * Less expensive to manufacture and less energy consumption (small size and relatively simple materials)
      * Unlike UV-C light wands, which are “manual”, SaniLamp is automatic (AKA hands-free) → less exposure to harmful UVs
      * Isabelle will add key characteristic comparison to the summary
    - What is the manufacturing strategy?
      * Manufacturing with large company partners Philps and Omni Automation
      * Radhey will explain more in the pitch
    - What is your distribution model for direct to consumer sale?
      * We are going to distribute through Amazon and Target, but the direct to consumer sale will be through our own company website
  + Presentation
    - Need at least conceptual detail of proposed solution/technology e.g. prototype design and why it makes better than others
      * Radhey will work on adding a simple conceptual design
    - How would the product be manufactured?
      * Partnerships with Omni Automation and Philps
  + Financials
    - Missing information on break even analysis
      * Break even analysis added to the final presentation slides
      * Break even point = 55,482 units
* We each will edit our constituent slides and parts of the executive summary.

# **DECISIONS MADE**

* Edited all the documents from draft version to final based on feedback.
* David will add break even analysis to the financials.
* Victoria will add information about distribution in the executive summary.
* Isabelle will add more information about what makes the product less expensive/ better than its competitors.
* Radhey will add a proposed prototype design and discuss manufacturing in more detail.

# **ACTION ITEMS**

1. David- Complete Final Deliverable Portions; begin to draft script for pitch
2. Isabelle- Complete Final Deliverable Portions; begin to draft script for pitch
3. Victoria- Complete Final Deliverable Portions; begin to draft script for pitch
4. Radhey- Complete Final Deliverable Portions; begin to draft script for pitch

# **NEXT WEEK’S AGENDA**

* Do Awesome
* Start to draft scripts and practice pitching
* Next week we will meet to practice our pitch, which must be 10 minutes or less

**Timeline For Final Project**

* Tuesday 11/3/2020 - Deadline for individual assignments for Executive Summary
  + E-mail professor for approval
  + Consensus on progress
  + Assign roles for presentation and financial plan
* Sunday 11/8/2020- Deadline for individual assignments for presentation and financial plan
* Tuesday 11/10/2020 ???
  + Consensus on progress
* Friday 11/13/2020 - 1st Draft Due
* Sunday11/15/2020 - Revision Check in
* Tuesday 11/17/2020 - Last minute stuff
* Friday 11/20/2020 - Final Presentations and Deliverables Due