In attendance:

Dominic

Emre

John

Saad

James

Not in attendance

Everyone was in attendance

Discussed/completed in meeting:

Altered base dimensions and design

Kinematic algorithm changes

Intellectual Property protection

In depth stakeholder analysis

What needs to be done:

All – stakeholder analysis, Test Prototype

Dominic – System – high – low level requirements, validation and verification plan

Emre – Look into Intellectual property protection, financial plan (Profit and Loss), Health and safety documentation

James – Implement Kinematics algorithm into code to get arm moving, get the base board made (John might do this)

John – Finnish the base board (send the base dimensions as a technical drawing to Saad so he can finish the kinematics), Assemble prototype, stakeholder analysis, re model risk extension

Saad – complete kinematic algorithms, Assemble prototype