

20170222 Meeting

- 11.30am @EEE 408
- Attendance: Orion, Xav, Chelle, Clive, Mariam, Burgess, Koral, Antonio
- Recorder: Xav
- Decided on the structure of the website:
 - Landing page with link to video, brief explanation of product and features
 - Team page with photos
 - User guide page
 - Concept page explains the product and its features
- Decided on the report structure and delegated tasks for writing it (deadline set to 3rd March):
 - Cover Page - Xav
 - Contents - Xav
 - Abstract - Orion
 - Introduction – 1 page - Orion
 - Project Management - Mariam
 - ◆ Communication – 1 page
 - ◆ Roles in the team – 1 page
 - ◆ Gantt Chart – 1 page
 - Design Concept
 - ◆ Problem – 1 pages - Chelle
 - ◆ Specification – 2 pages - Clive
 - Market Research

- MoSCo(W)
- ◆ Design Choices – 2 pages – Koral/Chelle
- Design Development
 - ◆ Hardware – 2 pages - Burgess
 - ◆ Software – 2 pages - Xav
 - ◆ Industrial/Manufacturing – 2 pages – Antonio
 - ◆ Final Functionality (comparison with the spec) – 1 page - Chelle
- Future Work – 1 page - Koral
- Conclusion – 1 page - Orion
 - ◆ Appendix - Xav
- Work for this week
 1. Solder the PCB and film. - Burgess
 2. Print the frame for the keys. – Antonio
 3. Make progress on the website – Xav and Clive
 4. Finish the video – Clive
 5. 10 days to finish sections of the report - Everyone
- Meeting finished @12.30pm