

Meeting Log

Name: Sam Bennett, Alex Cook, Scott Holden, Joseph Morris, Nathan Evans

Project Title	Project Soap box car		
Group Name	Group D	Date	18/09/2022
Work discussed • Produce a list of roles for the group • Roles to be assigned to group members • Implemented a rough plan for meetings in the future			
Work to do • Introduction to the project • Aims and objectives written up • Put all information produced on Teams group for everyone			
Notes • Roles assigned to each group member • Gantt chart was produced • Project task list			

Meeting Log

Name: Sam Bennett, Alex Cook, Scott Holden, Joseph Morris, Nathan Evans

Project Title	Project Soap box car		
Group Name	Group D	Date	07/11/2022
Work discussed • Spoke about chassis materials and how to work on that • Sam discussed different types of materials. The research on varied materials that can be used in the project began. • Joe began research into brakes • Scott gave us a direction as to where to go with the project. This was done by looking at previous soap box races and series online. • Nathan published documents on Teams to ensure everyone had access to the necessary resources. Report format was introduced to all notes so far produced in the project.			
Work to do • Research into the following areas; • Chassis and suspension – Alex Cook • Material – Sam Bennett • Brakes and steering mechanisms – Joseph Morris • Finance – Scott Holden			
Notes • Gantt chart was shortened • All documents related to the project are published on Teams group • Report for the project has begun • Research into materials begun			

Meeting Log

Name: Sam Bennett, Alex Cook, Scott Holden, Joseph Morris, Nathan Evans

Project Title	Project Soap box car		
Group Name	Group D	Date	8/11/2022
Work discussed • Team meeting with Richard Sutton • Discussed what has been completed so far in the project • More information regarding materials			
Work to do • Carry on researching role specific areas			
Notes • Sam finalized materials to research and is carrying out an evaluation matrix to produce an in-depth analysis on materials. • More documents related to the project have been placed in the Teams group. This information is to help Sam with the evaluation matrix.			

Project Title	Project Soap box car		
Group Name	Group D	Date	13/12/2022
Work discussed • Three designs discuss • Different breaking options • Different steering options			
Work to do • Reseach different breaking and steering options • Do the drawings for the three different designs			
Notes			

Meeting Logbook – Group D

- Scott and Joe discussed the breaks and wheels thinking about the option of pram wheels compared with bike wheels,
- Nathan started to do some rough sketches of the cars

Project Title	Project Soap box car		
Group Name	Group D	Date	8/01/2023
Work discussed • Discussed all the work that was completed over Christmas break, • Joe has decided we will use the same steering system you would find on a go kart			
Work to do • Alex needs to complete chassis development research • Scott needs to work out the finance situation and budget			
Notes • Alex and Scott discussed the suspension • We all discussed what Tyres we would use			

Project Title	Project Soap box car		
Group Name	Group D	Date	26/01/2023
Work discussed • Nathan finalized the steering with taking into consideration the suspensions impact on the steering rack • Further improvement on the general design of the soapbox			
Work to do • Finalize the drawings • Finalize the costings			
Notes • Realized pram wheels are not strong enough			