

SOAP BOX PROJECT

GROUP G

MEETING THREE, MINUTES

VIA MICROSOFT TEAMS

Date: 12/01/2025

Time: 16:30-17:30pm

Project Supervisor: Richard Sutton

Meeting Facilitator: Harry Stark

In Attendance

Noah Kenneford

Konah Hughes

Jerico Gumapos

Harry Stark

Research Tasks and Department

Dynamics/Drivability: **Noah K, Jerico G.**

Costing/Materials: **Konah H, Harri B.**

Organisation/Team management: **Harry S.**

Design Sketches: **Noah K, Harry S, Konah H.**

Points of Discussions

- **All members** will be **meeting** again in person on the **13th of January** to carry out their respective roles within the team. This will be done to ensure that team cohesion is present and that we are on track for our **Final Meeting** on the **20th of January**, 2 days before the turn-in date.
- **Main Sketch** design for **Dynamics/Drivability** is to be presented tomorrow so that **Costing/Materials** can **develop** their **sketch** using **information acquired** from **Dynamics/Drivability**. This will form our **Final Design**.
- **Gantt Chart** has been shared with Team members from the **9th of December**. This was **established early** in the **developmental process** so that each **Department can visualise** their **respective tasks**. This resource will continue to be developed by **Organisation/Team Management** to **ensure** a **steady turn-over rate** for **research** and **tasks**, which can be **monitored** by **all members** of the **team**.
- The **Draft report** has been **finalised** and will be **used** as a **template** for the **Final Report**.

Adjustments

- **Unfortunately**, a **member of our team** will **not** be **returning to UWTSD**. In any event, we are **prepared** as a **team** to shoulder any **responsibilities/workloads** for the **foreseen future** of the **Project**.

Task Declaration

- **No new tasks.**

Meeting Outcomes

- A **Word document** will be **created** and **shared**. **Each Department** will have their own Section(s) to write, edit and show their research.
- **Team members** should **look** to the **Draft Report** for **Guidance**.

Next Meeting

13/01/2025 | 12:00pm-5:00pm, UWTSD, IQ Building Room 109

(12/01/2025, meeting adjourned at 17:25pm)

Authored by Harry Stark.