

SOAP BOX PROJECT

GROUP G

MEETING ONE, MINUTES

VIA MICROSOFT TEAMS

Date: 11/11/2024

Time: 17:00-18:00pm

Project Supervisor: Richard Sutton

Meeting Facilitator: Harry Stark

In Attendance

Noah Kenneford

Konah Hughes

Jerico Gumapos

Harry Stark

Harri Brown

Sam Dauda

Research Tasks and Department

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

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

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

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

Points of Discussions

- **All team members** have now **discussed** amongst **themselves** regarding our **choice** of **Team Leader**, **Noah Kenneford**. **Following** this **decision**, it has been **decided** that **Harry Stark** will take the **role** of **Team Organiser/Communicator**.
- **Konah Hughes/Harri Brown** have been **appointed** to, **Costing and Materials**.
- **Noah Kenneford/Jerico Gumpas** have been **appointed** to **Dynamics/Drivability**.
- **Sam Dauda** will cover the **regulations**.

- All **sketches** will be **developed** with **departmental interest** in **mind**, **subsequently** leading to a **final design** which will **incorporate** all **transferable aspects** of **each design**.

Adjustments

- *No adjustments*

Task Declaration

- A **Gantt Chart** is currently being **developed** by **Harry Stark** and **will be** readily **available** for the **next meeting**.

Meeting Outcomes:

- **Now** that **roles** have been **decided**, **team members** will **begin planning** **which days suite** them **best** to **meet**, **work** and **discuss** relevant subject matter **either in person** or via **Microsoft Teams**.

Next Meeting

09/12/2024 | 17:00pm-18:00pm, via Microsoft Teams

(11/11/2024, meeting adjourned at 17:45pm)



Authored by Harry Stark.