

SOAP BOX PROJECT

GROUP G

MEETING TWO, MINUTES

VIA MICROSOFT TEAMS

Date: 09/12/2024

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

- **Each Department** will have the **task** of **designing** a **Sketch** based on their own **research**, alongside **regulations for the project**. This will **ensure** a **standard of quality** within the **project** for further **sketch development**.
- **During the Christmas Break** all **Departments** will **begin general research** to **improve** their **understanding** of each **assigned topic**. This will **assist** in giving the **Report** more **structure** and **accessibility** for the **recipient reader**.

Adjustments

- *No new adjustments*

Task Declaration

- A Gantt Chart has been shared with all Departments.

Meeting Outcomes:

- **On return** from the **Holidays**, all **team members** will have a **good understanding** of all **subject material**, thus **ensuring quality control** within the **Report itself**.

Next Meeting

12/01/2025 | 16:30pm-17:30pm, via Microsoft Teams

(09/12/2024, meeting adjourned at 17:50pm)

Authored by Harry Stark.