

SOAP BOX PROJECT

GROUP G

MEETING FOUR, MINUTES

VIA IQ BUILDING ROOM 109

Date: 13/01/2025

Time: 12:00-18:00pm

Project Supervisor: Richard Sutton

Meeting Facilitator: Harry Stark

In Attendance

Noah Kenneford

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

- **Allocation** of **work** based on **attendance** has been approved **unanimously** by attending members. This will ensure the Finalised **report** is **completed** in a **timely manner**.

Adjustments

- The **word** document has been **formatted** and is **accessible** to all **team members** to start writing **based** off **our research**.
- **The meeting** required an extra **2 hours**.

Task Declaration

- **Noah K** will be writing; **4.1 Costing and Materials**.
- **Jerico G** will be writing; **4.2 Dynamics and Drivability**
- **Harry S** will be writing; **1. Introduction, 2. Goals and Aims of Project**

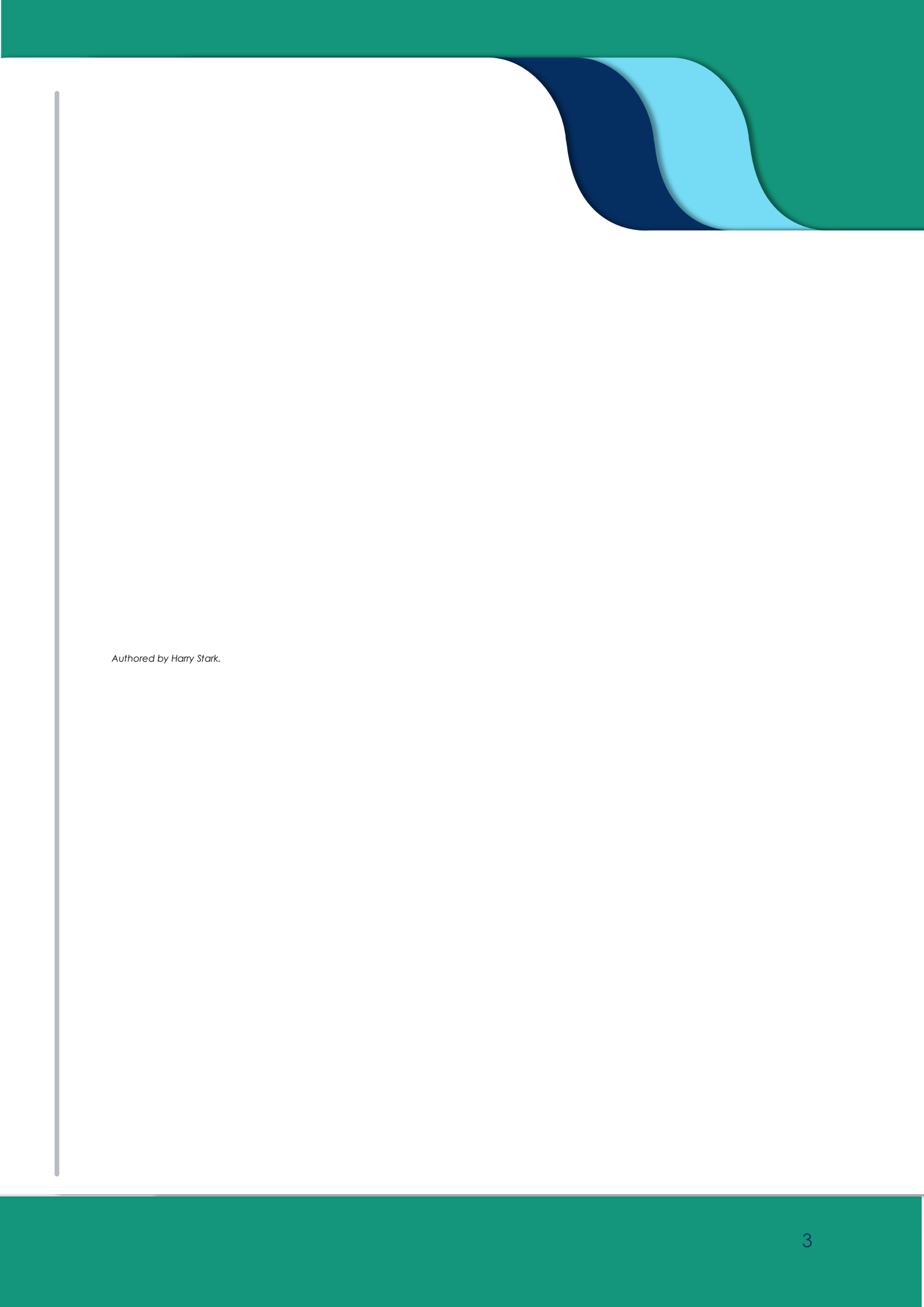
Meeting Outcomes

- **All Departments** attending have now completed the Draft **Report**, expected to be **completed** by the **2th of January** (as listed in **Gantt Chart**).

Next Meeting

16/01/2025 | 13:00pm-15:00pm, UWTSD, IQ Building Room 106

(13/01/2025, meeting adjourned at 19:00pm)



Authored by Harry Stark.