

MEETING REPORT- 3

ATTENDANCE:

Name	Function
Mei Lang Xiong	Team Leader
Sudip Khadka	President Meeting
Vivek Varma	Secretary Meeting
Anand Swaroop	File Manager
Toran Chhantyal	Project Manager
Elnaz Ghavanlou	Financial Manager

ABSENT:

None

AGENDA:

Topics to be discussed:

- Calculating Optimal Gear Ratio
- Calculating Optimal Mass
- Reports

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Optimal gear ratio	Toran and sudip	Team	13 Feb	Y	3
Optimal mass calculation	Vivek and Anand	Team	13 Feb	Y	3
Meeting Report 4	Anand and Vivek	Team	13 Feb	Y	1
Reports	Mei Lang	Team	13 Feb	Y	3
Blog	Elnaz Ghavanlou	Team	13 Feb	Y	3

AGENDA DISCUSSION:

We all discussed and divided the work into tasks and then we started working. Initially we made an individual research regarding the basic theories of the task from the seminars and Wikipedia. The main tasks that are to be done before 26-03-2014 are :

- Optimal gear ratio at given power for at least 10 combinations of gears,
- Optimal mass of SSV that has to be taken for effective launching of the ball,
- Final velocity attained by the SSV and the maximum height the ball would reach

➤ Literature Study

- The report during meeting and meeting report will be uploaded on wiki pages by the same people that are assigned to it.

➤ Miscellany : none

FUTURE MEETING:

The next meeting will be on Friday i.e 4-03-2014 next week at 10:00 am to discuss errors and improvements.

Venue: cafeteria