

MEETING REPORT- 9

ATTENDANCE:

Name

Mei Lang Xiong
Sudip Khadka
Vivek Varma
Anand Swaroop
Toran Chhantyal
Elnaz Ghavanlou

Function

Team Leader
President Meeting
Secretary Meeting
File Manager
Project Manager
Financial Manager

ABSENT:

None

AGENDA:

Topics to be discussed:

- Rectification of errors in SSV
- Modification of SSV
- Work in fablab
- SSV report part 2

TASK LIST AND FOLLOW UP:

Assignment	Responsible	Team members	Due date	Finished (Y/N)	Actual workload (h)
Rectification of errors in SSV and modification of SSV	Sudip & Toran	Team	13 Feb	Y	3
Solving questions in ssv part 2 report	Vivek	Team	13 Feb	Y	3
Reports	Anand & Mei Lang	Team	13 Feb	Y	3
Meeting Report 4	Anand and Vivek	Team	13 Feb	Y	1
Check-up & correction	Mei Lang	Team	13 Feb	Y	3
Blog	Elnaz Ghavanlou	Team	13 Feb	Y	3

AGENDA DISCUSSION:

➤ Assignments

We have discussed the errors in the design and also the gear box connection to the shaft which indeed made difficult to work as we assumed. After that we have modified our SSV in desired condition and then we have passed it to fablab for mechanical work. Meanwhile we have working on SSV part 2 questions.

➤ 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 2-05-2014 next week at 10:00 am to discuss errors and improvements.

Venue: cafeteria