

Meeting Minutes

Date: 2-12-2018

Time: 4:00 pm

Attended: all team members

Topics:

1. Ideas about the design
 2. Design selection
 3. Generating Report
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Executive Summary

For this meeting, the team is meeting with the client and is going to discuss about the design ideas with the client as the design has to be according to the client requirements. In this meeting we discussed the design of motor disabilities with our client and found the useful designs according to this requirement. Also we discussed about the final design that we will going to select and talked about the report that is going to make by the end of this project.

Ideas about the Design

For the design ideas, we have shown lot of design to our client and asked the good will about each design. In this way we have narrow down our design ideas. Some of the designs we have discussed with the client were related to legs and knees movement. And client has stated the designs which are good according to his requirements.

Selection of Design

After the response of client towards the design ideas we have presented, we have talked with the client about the final design. Client suggested us to use different methods for selecting the final design such as Pugh chart and decision matrix method. From these methods it will be easy for us to select the final design. Client told us to get the top 3-5 designs using the Pugh chart and then select the final designs out of these 3-5 designs using the decision matrix.

Report

After that we have discussed with the client about the final design, report progress has discussed with the client as by the time of design ideas the report is in progress as well and QFD has made for the report and introduction, requirements etc. have done in the report as well. Report needs to be submitted by the end of this project but in the report, literature review has done as well.