

Meeting Minutes

Date: October 2, 2017

Time: 4:00 pm - 9:00 pm

Attended: All the group were attended

Topics:

1. Work on Report
 2. Problems facing in Report
 3. Completion of Report
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Executive Summary

In this minute we are discussing about the report. Making of report and discussing about problems that will possible to appear during the report and the currently facing problem by the team for working on the report.

Work on Report

Starting the work on the report, and finish the report within 3 days maximum time. This has decided in this minute meeting. In the minute meeting it has decided that each person will do one part of the project.

Problem facing in Report

There are few problem that will possible to face by team members during the working on report. For example they will not able to understand the sub-system levels. So we have explained everything to each other for each part. For first part we have discussed about the introduction in detail. Like it must explain our aim, and it must express the client requirements as well. In requirements parts we must go through the customer requirements and list them all of the requirements and then narrow down the list. In the same way find the engineering requirements and find out the targeted values for each engineering requirements. House of quality must be based on customer requirements and engineering requirements. Defined functional model for our project so it will be easy for the person who is making functional model to understand the working. Sub-system levels are the parts of project which are important for the project like fabric, material of box etc. And generating different ideas must be good and useful. Apply the decision matrix and Pugh chart for the design selection.

Completion of Report

After explaining everything about the project we have decided that everyone will come up with his part within next 3 days so report will complete on time and will able to select the design from selection methods mentioned in the previous section.