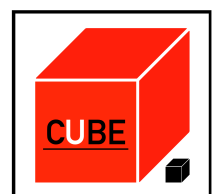


## Meeting 1: 1st hour

We spoke about our risk assessments and what we need to do to avoid potential hazards in order to keep our entire team safe throughout the entire project, we spoke about the PPE we need to wear to follow the guidelines we set out.

When we are using dangerous equipment and tools like the Pillar Drill we will be ensuring that we have 2 team members at all times. Using the example of the Pillar Drill, we could have Thomas operating the ON and OFF switches as well as ensuring nobody is encroaching the space of the drill while James is operating the drill and making sure everything is lined up and safe as this is a good practice which can help keep everyone safe in a situation where something could potentially go wrong. We understand the potential impacts which this could cause for the team when it comes to time scales and being as efficient as possible however, we are taking the safest option as a slight change in the projects completion time is not worth any risk of serious injury for any team members.

We discussed the point of completing an hour-by-hour plan as soon as possible as this sets everything out clearly and easy from the off, we also have 2 hours at the end to be used for quality control and assembly which will also act as contingency time if anything goes wrong.



Meeting 2: 3rd hour (laser has been broken till now - after weeks)

The files are ready for the laser, James will cut the file on card and then black acrylic.

Thomas will 3D Print 3 more of the 3rd vision of the box in the same red, we are also exploring if adding filets to the box.

Angled Jig will be made by Joe after he has finished drawing the design which will be reviewed by the team.



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### Meeting 3: 6th hour

All 4 boxes have been printed as well as all 4 stands have been laser cut successfully.

In order to be finished with the project we need to finish drilling, start line bending as well as printing the rest of the 16 CUBE branded car stand feet in red 2.85mm PLA. Thomas will create a file to print 4 feet at once. Joe will set up to start line bending while James will complete the drilling of all holes at a high standard to allow line bending to commence as quickly as possible.



## Meeting 4: End of 8th Hour

All 4 car stands have been assembled using proprietary nuts and bolts to connect the 3D printed box and the car stands (which have been line bent) which were laser cut.

Hour 7 and saw us complete all of the line bending, measuring each car stand to see if it was in tolerance and redoing the ones which were incorrect giving us 4 accurate car stands which are in tolerance. One major issue we have encountered is our laser cut feet do not work as intended, the CAD drawing done by Thomas was correct however a constant printing error has meant that we have had to tighten and un-tighten each of the nut and bolts effectively near on stripping them to allow them to work as intended. An efficient method we had come up with after 3/4 of the stands were complete is to use 2 spanners which allows that extra force to complete the task much quicker. Even though this method is the more efficient, it still has problems for example, when too much force is applied the bolt snaps off leaving both the nut and bolt broken and unable to use causing us to have to 3D print extra nut + bolts to eventually get the job done. All 3 of us: James, Thomas and Joe have been constantly working hard on this to get our products to completely work as intended.

