



How to proceed

Step1:

For small:

what we put in the « magasin » ? → Andrea, Fred → can you please send to me the list as discussed on July 12th? → August 8th → completed by Andrea. To all, please check and tell to Andrea if something else should be added

Ask price quotation for 10 pieces of each type → Andrea

Electrical parts spares → Patrick will provide the list by end of September

Software implementation with infor → Filippo

For « big »:

Check material present and update the inventory → Filippo will check onsite Bldg26 wrt to infor

Step2:

For small:

Setup the area: it should be closed with access with badge

→ Andrea to open a ticket (service-desk) to understand how to proceed for badge reader

→ Fred (as workshop) or Andrea and Cedric → **mid-August**

PC/software/scanner → Filippo

For « big »:

Resume PC → Filippo



Implementation

Organization:

Andrea, Louis-Philippe, Kacper, MattiaB, Pieter, ... for the mechanical components

Patrick for the electrical components

« small stock in workshop »: list of what we put (to be prepared with the help of the full team)

Filippo/Paolillo for Software/infor setup 50% of time

I propose to have an update:

- When needed during one of the coming meetings
- September 26th from Patrick, Andrea, Filippo/Paolillo