

Team update & review
Ian Ross
Chair: Alex
Secretary: Chris

Tuesday 15th of August

Summary:

Feedback was responded to one by one in an excel document in the repository and tasks delegated in advance of Friday

Actionable Items:

- Address costs and resource requirements and where they come from
- Check EOS laser, MSIRs in SSS v4 document (2 people) – B, W
- Conflicting identification (creating list of tasks of what to do and how to do them) (2 people) – S, P
- Review Conceptual Design and create new ones (2 people) – A, C
- Work on interface - Feasible distribution of the interfaces – All
- Sign and print all NDAs to hand in on Friday

Attendance:

Paul (P), Chris (C), Steve (S), Wen Jie (W), Brian (B), Alex (A)

Agenda:

Item	Discussion	Actions + Responsibilities
Open Meeting	5:20pm	
Subsystem definition	S: Hardcopy is most recent and the digital is just non-redacted. Celine never picked the phone so haven't gotten files off her yet	
Responsibilities for Friday	A: split up into tasks that individuals can do W: Following up requirements might be different tasks that take up a lot of work A: if we can get in contact with people it won't take too long W: orient deliverables with previous group and following up requirements P: C said that the same person assigned to the area talk to relevant client and look at requirements and continue one A: Not super technical, designing frameworks if scenarios take place. Celine recommended. Move on from requirements. W: one person makes requirements other checks design	Part 1: Check EOS laser, MSIRs (2 people) – B, W Conflicting identification (creating list of tasks of what to do and how to do them) (2 people) – S, P Review Conceptual Design and create new ones (2 people) – A, C Part 2: Work on interface Feasible distribution of the interfaces – All

	<p>S: don't think going through requirements will take too long and won't have changed much Two people on it and take a few hours</p> <p>A: Two people on it and read report on requirements. Talk to James or Celine regarding what happens if one laser is ready before the other</p> <p>S: Is the EOS laser assembled on the breadboard. Plan meeting with Celine for Friday.</p> <p>W: timeframe and risk (3-4hours?) S: There are no timeframes and risks associated with the requirement</p> <p>A: Requirements will depend on how easy it is to get hold of people. Reasonably task areas of the interface on Friday. S: Housing and how to address MSIR on SSS document. Assume majority project requirements are valid.</p> <p>W: once people are done with requirements help pick up slack in other areas</p> <p>C: supply water and power to EOS laser and treat as blackbox</p> <p>A+P: meet EOS mechanical engineer, utilise Gerard (tutor)</p> <p>A: don't know if the previous group came up with designs or consulted EOS mechanical engineers</p>	
Audit Feedback actions	<p>S: Consider changing the Work log document to align with previous groups format as it breaks down tasks into hours</p> <p>A: Project summary, re-edit pro forma</p>	

	<p>W: Agreement, agenda each week, delete project status file</p> <p>P: makes sassy comment</p> <p>S: broke the project</p> <p>P: fixed</p>	
Project governance	<p>S: included readme documents in every major folder, if it becomes necessary they will be added to the bottom folders</p> <p>P: Readme fixed they weren't clear about the subfolders</p> <p>A: Document of project description and summary of that week and client</p> <p>S: Removed redundant files, updated folder descriptions</p> <p>P: Already formalised team roles and responsibilities</p> <p>S: Milestones added to the calendar</p>	
Project outputs	<p>S: lot of stakeholders, but not a lot of communication with them to fragment information</p> <p>S: makes sassy remark at feedback</p> <p>P+C+A: laugh (group unity)</p> <p>C: make clients, stakeholders and previous team members clear</p> <p>P: "don't add things if they don't add value to the client – Chris Browne". Feedback on transportation costs arbitrary</p> <p>S: Address costs and resources, where they come from, and what happens if not possible otherwise</p> <p>W+P: All feedback is old since it has been done already, or not actionable</p> <p>P: Sandwich method for feedback to give good feedback</p>	

	<p>S: Make documents look good before we push them into the repository, unless it is clearly marked draft</p> <p>S: Have pairs of files, docx and pdf if it's an important file. To enable to be opened in gitlab.</p> <p>P: regenerate ssh key without password to fix gitlab issue</p> <p>S: no evidence that we understand anything. Produce a project summary document.</p> <p>P: motto of the project - "we produce all these documents, but they are never read"</p> <p>S: Project summary. We make lasers pew pew</p> <p>S: client expectations should be listed, address how we will store confidential information</p> <p>P: Confidential files can't be accessibly online, bring it up with Celine and clarify ability to exchange documents online</p> <p>S+P: prefer agile approach over continuous</p> <p>W: prefers ad hoc approach (joke)</p>	
Close meeting	6:32pm	