Summary:

Client updated on progress, all queries answered. Feedback on audit presentation received.

Actionable Items:

- Modify audit presentation as per client feedback
- Create list of urgent

Attendance:

Celine D'Orgeville (CD), Alex (A), Steve (S), Chris Leow (CL), Paul (P), Brian (B), Wen Jie (W)

Agenda:

Item	Discussion	Actions + Responsibilities
Meeting Open	14:14	
Updates/Progress today	W: Detailing work package breakdown CD: Generate the requirements for the ANU laser, they may then be incorporated into the design A: Detailing the designing of mechanical aspects. – material for the support structure, size difference of the breadboards, admin access problems with the computer (in process of arranging admin access for the files), A: ANU Laser first, mounting on breadboard? CD: Is not a specific budget for this. Discuss with James constraining work to 2 breadboards, giving access to third in the event of this. Otherwise, find another way to mount the system. Difficulty is the transfer optics setup. CL: Discussing the templates and acquiring them. CD: Attaining the documents – from Justin S: showed updated requirements to C S: incorrect measurements on the telescope, power points (going through the requirements) S: updated air quality requirements, power draw without toptica CD: you made good progress S: C and A will continue with CAD. B and W will work on cooling, power draw. CD: EOS laser parts will be mounted off the telescope somewhere else. Look at cable routing etc. S: Our audit is next week, monday 1300. [explains tutorial things] CD: I will check my calendar and tell you if I can make it. Do you need anything from me? A: The only thing A and C wanted to talk about is available space for the ANU laser. CD: No, for the pitch. P: [explains presentation] CD: add context slide, stakeholders, visual aid, discuss problems	

	S: Show list of project requirements? To show how many there are. CD: Use a single picture to illustrate, give number of reqs. CL: pls gib design report templates CD: yeah mate totes you can get some templates. But they're paper A: for mechanical bit the previous group did some pretty basic stuff, should we have more details? Conceptual/prelim? C: [illegible] no data [...] black box B: any document to explain what the electrical cabinet does for the ANU laser? CD: yeah there will be a cabinet, houses control hardware: PSU, cooling, controls to drive laser components. I don't know. B: control signals go to cabinet and then laser? CD: no, they are generated in the cabinet B: [illegible] CD: there will be fibers between the EC and laser head B: single phase or 3 phase? CD: no idea sorry S: when will the specs be out? CD: still in contractual phase, put together most critical questions in a document and we'll have them for you ASAP	
Meeting Close	14:58	