

**Summary:**

Plans for the coming week and responsibilities have been scoped

**Actionable Items:**

- Prepare draft poster for week 10 by next week
- Everyone fill out individual reports of respective subsystems
- Update USSS Document

**Attendance:**

Steve (S), Paul (P), Chris Leow (CL), Wenjie (W), Alex (A)

**Agenda:**

Item	Discussion	Actions + Responsibilities
Meeting Open	1:27pm	
Audit	S: Project work packages to be done by next audit, but not design report completed	
Poster	S: Ask Marcus for the template. Renders, images, project outline, purpose of the project C: Draft before next Friday? S: From 10am will be with James testing vibration of laser. Talk to Jak about telescope vibration and measurements. Equipment for vibrational analysis from Gaston.	
Subsystem Documents	S: Templates have been made P: Pushed to them. C: Work on respective document, system architecture diagrams and requirements	
Design Report	P: Just have requirements and system architecture diagrams	
USSS	S: ANU Laser requirements need to be made P: will go through them W: Update chiller requirements	
Meeting Close	1:49pm	