Summary of Meeting:

Information in tutorial 1 was given by CB and project expectations and logistics

Actionable Items:

- Sort out requirements and information with Celine and IP
- Turn of Piazza notifications if you choose
- Notify CB of appropriate tutorial times ASAP
- Consider Class Rep Position

Attendance: Alex (A), Steve (S), Chris Leow (CL), Gerard (G), Brian (B), Wen Jie (W), Chris Browne (CB), Paul (P)

Apologies: Paul at a lab for portion of meeting

Agenda:

Tutorials	G: Explains tutorial logistics and the responsibility of shadowing, audit tutorials (you have a meeting and the other group has a meeting) and how they function
4221 Philosophy	CB: Consider changing dates for tutorials is a possibility, tutorial is about the process and checking in
Times for tutorials and logistics of 4221	CB: can't go to Stromlo for the tutorial, but depends on the agreement with Celine. Possible changes to the Solar Car team moving. Ideally going to another tutorial would be great, though it can be done whenever with Gerard. Shadowing is valuable and is easier if you are in a tutorial and not offline. Best if everyone is able to attend the tutorial and feedback that is good.
	A: Friday is the best day according to our previous meeting
	S: Monday 1-3pm would be an alternative time
	CB: can make that work
	A: can't make the meeting
	CB: can shadow another team in another tutorial that can be organised. Team moderation contributes, but if communication is open with the group than it's ok. Include tutor in the group communication. Flexibility to enable immersion into professional development.
Piazza + Wattle + Emails	CB: Turn off notifications as it's a distraction and CB doesn't have access to it. CB will be put out emails and wattle posts. Desperation for course reps.
Techlauncher Philosophy	CB: fit into AITC and systems engineering is abstract to them.
	G: Celine is pretty hands off. Deliverable to be discussed this evening
	CB: Add value to client and lasts longer than your project. Part of design process lifecycle. Show revisions of documents. This project produced a design report at the end of the semester, only cause the client wanted. Shouldn't do anything unless it's valuable to the client.
	Governance vs. Development plot.

	Many eyes process – meetings, agendas, decision log (maybe), actionable items and responsibility, revision of documents, slack logs.
	BE AS OVERT AS POSSIBLE
	Audit expectations increase over time to show improvement at a rate of 5-10%. Value is where it takes you in the long run.
	S: IP with regards to repository information
	CB: Be clear about what we can and can't show, and documentation of the information and where we got it from. For the shadows.
	A: Gitlab as our repository
	CB: Private repository, separate branch that never gets put back into the main one. Transparency without breaking confidences.
Running effective meetings	CB: won't tell you how to do it, and try and make them actionable. ~600 people hours a week. ~120 hours in tutorials. Think about it in hours and the number of group members a week. Workload and balance with time efficiency. Log hours is a possibility, actions and deliverables can demonstrate contributions.
Project Audit	A: Project audit and the project approach responsibilities?
	CB: Differences between SoftEng vs Eng Students in thinking, but that is clarification for SoftEng students. Systems Engineering approach and type clarification. Timeline would be a good way that you can show and figure out where you are spending more of your time.
	Goal and deliverables defined with Celine. Indication of milestones. Resources identified (lab space, software, etc.). Risk analysis brief. Indication of potential costs (i.e. client typically, or microgrants). Completion of NDA and IP. Seek independent legal advice recommended from ANUSA. ANU and ANU you should be ok, but you shouldn't be screwed over. Have conversation on it. Agreement between client, yourselves, and school. Indication of tooling (gitlab, slack, version control, how are you going to do that, document layout, how are you managing tasks)
	Semi-continuing project – body of knowledge and what is the next step and where would do you need it in the future.
Tutorials next week	CB: Audit tutorial. Let CB know what time we can make the tutorials ASAP.
	S: Friday slot next week and shift to Monday?
	CB: flexible so that's ok. Repository available Monday 9am and keeping it up to date, but let shadow team and G know large changes. Might be solar car team but subject to change. 12pm Friday is fixed deadline.
	Feedback comes back Monday week and go through each comment (approx. 40 comment). Is it actionable? Write actionable feedback for groups.

Professional Development	CB: 10 hours of professional development, to promote lift-long learning. Do stuff outside of class that promotes what you want to do in the long run. Embed and change the way that you think. Selection criteria reflection.