

Summary:

Audit tutorial discussing progress and intended progress and information required

Actionable Items:

- Look into agile methodology
- Find out information on internal processes
- Sign IP and NDA
- Ask Celine:
 - Bus to Stromlo
 - Facility rules and regulation
 - Expectations and functionality
- Group expectations agreement document
- Risk mitigation document
- Version control agreement document
- Work log document
- Meetings every Friday morning and evening describing day approach

Attendance:

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

Agenda:

Agenda	Discussion	Actions + Responsibilities
Open Meeting	9:30am	
Audit tutorial	<p>CB: Go to shadow meetings on Monday for the hour that the shadow team is meeting, otherwise the tutorials are here. Audit weeks go and do presentations there on Monday. Tell shadow team that they have access to minutes so that they aren't kept in the dark.</p> <p>G: 1-4 page report, this is what we have done from the previous audit; This is what we have done? This is the key documents location in the repository. Making it clear that they are able to find the documents.</p> <p>CB: Weekly log of key decisions and key progress reports. Making it easy enough for them to know what they are doing.</p> <p>Make the read me. Using numbers on folders. Folders are just alphabetical</p>	<p>CB: Make note about tutors about what they do (so that we know what hour the group is having their meeting)</p>
Discussion	<p>A: lots of requirements, Requirements, Design and handover.</p> <p>S: Excel document of calendar</p> <p>G: Setting up repository, pro forma</p>	<p>All: Look into agile approach methodology</p> <p>All: Find out internal processes engineers and</p>

	<p>P: Team role responsibilities</p> <p>P+A: Main points of contact based on the skill sets</p> <p>CB: Other groups try and assign functional roles (i.e. team lead, client liaison, secretary). Delegation of roles, results in someone becomes the person that does 'this'. Fixed roles are dangerous. More emergent roles.</p> <p>A: Discussed yesterday and knows everything that goes on</p> <p>CB: Move on and pick up slack in other locations</p> <p>G: As we are up here roles are arbitrary because we will be in contact always. Be flexible and on-top of it</p> <p>CB: Friday afternoon to next Friday morning. Agile approach to the project. Short term goals. Sprint (1 day) and evaluate. What are the objectives and evaluation at the end of the day to set up for the next week. Delegate responsibility. People with similar skills work together on a problem. Long-term vs short-term and using time effectively.</p> <p>Documentation is important and let everyone know where they are at in the project. Versions.</p> <p>CB: Clear idea of what Celine wants?</p> <p>A: Preliminary design. (Conceptual, preliminary and functional design phases). 3 Lasers. ANU laser sent to the US, Toptropica not anymore and EOS there is information on. Confirmation of requirements on ANU laser.</p> <p>G: ANU laser sent to the US</p> <p>CB: Project risks and mitigation – not having information on ANU laser.</p> <p>G: EOS laser may constrain ANU laser significantly. Check with US company to see if the ANU laser will do this, or that. The company will have a better idea as to what the laser can and can't do.</p>	<p>how the project reports can align with it.</p> <p>All: IP and NDA to be done as it will take a while for it to get through the college to sign off.</p> <p>CB: will check gitlab restrictions on file size uploads</p> <p>All: Ask Celine about bus details, tour of the facility and the rules, stakeholder expectations</p> <p>All: group expectations between members</p> <p>All: constraints and risk mitigation file</p> <p>All: Version control of documents discuss as groups</p> <p>All: Work & hour log document</p> <p>All: Weekly meeting update every Friday morning and evening</p>
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	<p>CB: Key stakeholders – lot of help on the project.</p> <p>A: ANU + EOS people</p> <p>G: Facilitate key introductions</p> <p>CB: Client and stakeholder expectations. Celine has memory of the previous team. Figure out what the best way to manage client expectations are. Help her help us and be upfront about it. External stakeholder expectations as well. Either match, or clarify.</p> <p>A: Independence. Discuss with Celine further.</p> <p>CB: How the client will make things better for the client and long term approach? A group like us will pick it up next time. Provide for next team. What do I need to know to hit the ground running?</p> <p>Build component.</p> <p>P: The way that we install the laser. Detailed design will be the next group.</p> <p>W: Last step (Detailed design) will take a lot more work than the previous steps.</p> <p>CB: Find out Celine how soon that she needs it. How does it fit in the bigger picture. Do they need a 2 x groups next semester? How would you break it up?</p> <p>Milestones scheduling and deliverables:</p> <p>A: Report and CAD documentations. Handover and what and why it has been done. ANU laser clarity as to what needs to be changed. Handover easier.</p> <p>CB: Internal process engineers in the workshop does that we should align ourselves with. Better off to write a document that they need for the next stage. Make sure it's useful to them</p> <p>G: Easy for stakeholders to read because they will second guess student groups. Make everything very very clear. Eg. Separate column to discuss references.</p>	
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	<p>CB: Constraints – operational and logistical. Induction to facilities. Authorisation to be in areas. 8:15am B&G, Warrumbul lodge then AITC.</p> <p>P: Long list of requirements and categories. Environmental, logistics.</p> <p>G: Celine will do the proper one.</p> <p>CB: What are you going to do when someone isn't here? – protocols</p> <p>A: Haven't discussed</p> <p>S: follow them up see why? Assume notification ahead of time</p> <p>CB: IP and NDA – understand what capacity will be. ANU owns the IP. Talk to Celine. Try and do it as quickly as possible. Keep in mind shadows and CB can't know.</p> <p>P: We have sorted that out. No confidential documents online</p> <p>W+C: talked to legal friends</p> <p>A: Document outlining</p> <p>P: Who is covered? ANU owns IP so does G or CB ok?</p> <p>CB: Project repository</p> <p>A+P: large files that are difficult to upload so we are using Google Drive a little bit.</p> <p>CB: What's happening next week?</p> <p>P: Do you (CB) get the agenda?</p> <p>S: Go through previous teams work without the third change to the laser. Not ideal to site each line of the file. Section this to this is what is their work.</p> <p>CB: Show which part is us and which part is the previous group. Previous group document somewhere, or could look at diff in LaTeX so it's not as helpful. Talk about first phase in terms of adjusting. Talk about biggest</p>	
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	<p>differences. Look at something and have done work.</p> <p>S: continuing document. Site previous revision?</p> <p>CB: Don't do anything that is already done. How to make it clear. What the revisions are. Document control. Build up changes until it's a version. E.g. textbooks. High level log.</p> <p>G: SSS – you are going to make major changes. Section at the start that outlines the changes, why it's been changed and how it's been changed.</p> <p>S: Plagiarism issues.</p> <p>CB: This document builds on work from previous team members (list). Sem2 version one.</p> <p>CB: Tag reports – they have just figured out their projects. Can't select shadows in the tag reports.</p> <p>A: Early stage, it was hard. But didn't allow you to select your own report.</p> <p>P: Shadowed two teams. Will that cause issues?</p> <p>CB: Open, but no constraints as P will probably be the only person that has done that. Show most recent submission when you do that. So that you can edit that.</p> <p>Keep shadows in the loop</p>	
Meeting Closed	10:30am	