

**Summary:**

Updating Gerard of our progress and repository management and stakeholder interactions

**Actionable Items:**

- Ask Celine what she wants from a preliminary design
- Clarify things with James Webb from respective groups
- Clarify with Celine alternative designs when ANU laser arrived first

**Attendance:**

Steve (S), Paul (P), Chris (C), Alex (A), Gerard (G)

**Apologies:**

Wen Jie (W), Brian (B) – bus didn't arrive based on Client information

**Agenda:**

Item	Discussion	Actions + Responsibilities
Open Meeting	9:10am	
Progress Update	A: G informed of progress	
Feedback	S: Document on repository tracing how we responded to feedback G: Agreed that some of the feedback contradicts each other. Suffered a little bit cause shadows don't know what's going on S: Didn't get an email about shadow tutorial from Chris Browne on time P: I didn't forget...  S: A lot of files A: A lot of arbitrary documents that needed to be merged G: Can't base work on pushes in the repository	
Questions	A: One breadboard is filled and used in the laser lab right now G: Previous groups conceptual design will be used for mounting. Need to define more information, or conflicts with SSS, refine design, get more detail and enhance to environmental and electrical  S: How did you manage confidential information G: Initially USB, dropbox had sensitive information. It's hard to maintain two files	All: Talk to Celine about what a preliminary design requires

	<p>S: Should be easier without one of the lasers anymore</p> <p>A: IDD document G: Design wasn't in a separate document, but turned into high level system interface document. Some documentation and structure might be too aggressively systems. Don't have to follow. S: Don't mind cause it looks professional A: Can just copy since the template is done</p> <p>C+A: Chat with G about conceptual things after the meeting. G: Alex S did that and talk to him about it. Send an email with questions. Laser location cause there was no space on the breadboards</p> <p>A: Designs that coincide with laser development process G: Celine wants alternative designs S: Can breadboard be mounted before the EOS laser designed? S + A: Asked James Webb about laser installation on breadboards A: Will assemble onto breadboard with frame S: Breadboard fittings and potential for dampening vibrations (feet on frame and frame from telescope)</p> <p>G: possible constrains in FEA simulation of vibrational loading A + S: 40m cable wrap</p> <p><b>(All following requirements are in reference to SSS v4 document)</b> W +B: Going through the EOS laser requirements. Asking James Webb W+B: Drop air quality requirement of 2.5.5. Air filters in place already?</p>	
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	<p>G: Does the EOS requirement have air quality requirements?  W: James says that it's open to the air and there are no issues with the requirement  G: Check again to be clear  W: Vibration 2.5.4 not sure how much  G: More clarification and number</p> <p>W: 2.1.8 requirement one thing that one component is 1m away from another thing?  S+A+G: Follow up later</p> <p>W: 2.5.8 requirement size of the cabinet might be smaller than it already is.</p>	
Project update	<p>G: Asking if everything is ok in terms of understanding what is going on  S: Not sure what you have control over in the project  P: Nothing...</p>	
Referencing requirement and file management	<p>G: Centralised document for changes and meetings that different people have.  P: Create txt file/google doc and compile</p> <p>G: Reference James Webb, personal communication, date</p>	
	A: Talk to James Webb about disclosing images on repository	
Close Meeting	9:56am	