

### Summary:

Tutor expectations of meetings and marks discussed ahead of next audit. Friday work allocation completed.

### Actionable Items:

- W: Cooling systems
- S: Finish working on requirements document updated, update risk document
- P: Collate things that we have done for Monday presentation
- A+C: Mechanical drawings (CAD) and documentations
- B: Electrical system requirements
- Meetings with G on Friday will be casual chats without an agenda

### Attendance:

Gerard (G), Alex (A), Chris (C), Paul (P), Wenjie (W), Brian (B), Steve (S)

### Agenda:

| Item                   | Discussion   | Actions + Responsibilities |
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| Meeting Open           | 9:10am   |                            |
| Audit Marks and Update | <p>G: Observers harsh, I was generous, converge to what you all said</p> <p>S: It was alright, given the feedback it makes sense</p> <p>G: Above average, but hard since they didn't see us as a group</p> <p>S: Has been improved</p> <p>P: Can put pictures into readme files, diagrams/schematics, block diagrams</p> <p>G: shadowing other groups did it help?</p> <p>S+C: Nope.</p> <p>S: Talking about aimless things for long periods of time. Should have been more harsh</p> <p>G: if you were an outlier in the feedback than you are 'tuned out' from the feedback</p> <p>S: There is no reference so that's hard</p> <p>G: Evidence of risk assessment might have bumped up marks</p> <p>S: Make everything explicit where things are</p> <p>G: But it might not be adding value to the client</p> |                            |

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|                            | <p>S: Waste of time cause it's adding all for the shadows and not the client but you need it to get the marks</p> <p>G: that's the reality, they can only mark you on the process</p>   |  |
| To do today                | <p>W: Want to look into the cooling system</p> <p>S+A: we don't have to all do the same task</p> <p>S: Edited the requirements document and send out email to G and shadows detailing audit next week</p> <p>G: An agenda, shows good work practice</p> <p>S: waste of time...?</p> <p>G: Things that you would do in an engineering firm</p> <p>S: Not really providing value to the client, not being marked in a real course</p> <p>G: the course is a pseudo stakeholder. Not too removed from a real job</p>   |  |
| Structure of tutorials     | <p>G: Better understanding of what the tutes are supposed to be like. When I went through it it's supposed to be a meeting as a group and the tutors are supposed to be observers to bounce questions off them. Not sure if you are aware that, that was the aim. Help to the extent that you ask for help. There is no point in an hour-long meeting, cause then you can give to the client instead. Is that the best approach?</p> <p>30mins at the beginning of the day touch base on what you have done and what you plan to do in the week to come. Or just a causal chat, while some people work.</p> | <p>A: Causal chat and people work, G will be around, but no need for G to make an agenda</p> |
| Requirements clarification | <p>S: Shaft measurements were wrong and curved surfaces are wrong.</p> <p>G: Alex did the measurements and from the CAD models are wrong</p>  |  |

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|                                  | <p>from what is listed in the document. Curved surface so the error listed is very large</p> <p>S: Measurement meaning...?</p> <p>Sliding scale in the requirements, but the current requirement supplied to the telescope</p>   |   |
| What to do in the day/Discussion | <p>W: Work on things individually and start working on requirements as they go</p> <p>G: Not everyone needs to work on requirements</p> <p>B: Adding value to the client next week</p> <p>W: Following up on the water coming into the telescope</p> <p>G: Do you know who to talk to?</p> <p>W: Uploaded the work packages</p> <p>A: Back to it</p> <p>P: not sure yet</p> <p>A: Present something at the tutor meeting on Monday</p> <p>G: Risk in this situation is something out of our control that may occur. Lasers don't turn up, requirements change, information coming in about the design changing the initial design</p> <p>W: How many breadboards, when it will be finished</p> <p>G: How will that impact them</p> <p>W: What is scope creep?</p> <p>A: Doing something that we didn't initially plan on i.e. FEA of structure rather than design</p> <p>G: Got the end of semester and didn't focus on other areas. Mainly around lasers and out of our control</p> <p>G: Tutor meeting Monday and none on Friday meeting. Is it the same requirements?</p> <p>P: I think they are the same</p> | <p>W: Cooling</p> <p>S: Finish working on requirements document updated, update risk document</p> <p>P: Collate things that we have done for Monday presentation</p> <p>A+C: Mechanical drawings (CAD) and documentations</p> <p>B: Electrical work package</p> |

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|  | <p>G: I think they have to be updated, but it's odd if there aren't.<br/>         Planning on doing the pitch?<br/>         S: From start to where we are in the project. To let everyone, know what they need to know<br/>         A: Let them know this is what we have done and where they are<br/>         G: easier it is the better the reward.<br/>         A: Overview of what we are doing, I they didn't read the proforma<br/>         G: beginning of the documents have an update on what the doc is doing. Take from one of our reports.</p> <p>A: might not be there to present but could get in on work<br/>         W+S: Present the pitch<br/>         G: 1 or 2 based on the material of the report. Sometimes there wasn't enough work on the project so ANU stuff is done.<br/>         A: can be rotated so P doesn't have to work on it all the time<br/>         S: He can do it all the time<br/>         A+C+G: chuckles</p> <p>W: When checking up on the cooling system other people can come and check another system at the same time</p> <p>A: B preference on what you want to work on<br/>         B: Risk should have been presented in the previous tutorial, value delivered to client, which what we do today and wants to do it this weekend</p> <p>A: Document conceptual designs and make CAD<br/>         C: Pretty pictures<br/>         A: 3 things to do today</p> <p>G: Decision making should be in a document.<br/>         S: Do you want to take one of the work packages for the day and</p> |  |
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|  | <p>document the value of the audit tonight</p> <p>W: Follow up on cooling and read up on the manuals. Then will look at the logistics.</p> <p>G: They were in our repo. What needs to be done in the electrical component.</p> <p>W+S: Power sockets and supply and the conflicts. Possibility to shift the cabinets.</p> <p>A+S: Vibrational sensitive components have to be moved to the basement.</p> <p>A: Celine wants all options covered so if you could try and ensure the requirements fit these situations</p> <p>G: Go over documents in the next hour or so to make a list of questions to ask. James for the coolant and someone at the dome for the electrical. Collate the answers and update the document. Then work on the next work package in the day</p> <p>A: Document everything we do. Agreeing with Baz (external auditor)</p> <p>S: updated the requirements document</p> <p>P+S: Discussing (a little aggressively) the placement of files in folders in the repo (conflict ooooo)</p> <p>S: Crossing things out are for traceability, but will be removed in updated document.</p> <p>G: Overview page of the general changes to the document. Interim documenting changes and reasoning for that. Quick paragraph at the start of the document.</p> <p>P: Why are the photos in the requirements document. They show the space availability</p> |  |
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|                 | <p>S: Risk shows this</p> <p>S: Structure in repo organisation?<br/>Placed in artefacts until they are relevant to other folders<br/>G: Real SSS, Real CAD<br/>P: Put everything in requirements folder and artefacts</p> <p>A: Rename artefacts to project deliverables and merge with requirements folder</p> |  |
| Laptops and IT  | G: normal laptop and a normal account in windows for usage. Get one for Brian.  |  |
| Meetings closed | 9:55am  |  |