

Summary:

Work plan for today and the coming weeks

Actionable Items:

- Complete CoDR and compile into pdf
- Complete SS Documentation and compile into pdf for audit
- Complete handover documentation

Attendance:

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

Apologies:

Brian – Supervisor Meeting

Agenda:

Item	Discussion	Actions + Responsibilities
Meeting Open	9:13am	
Project plan	G: CoDR finalised and handover A: Yes S: Might need to finalise the SS reports and look at S: Who wants to do that. Paul. A: Could you make a doc for that S? S: Yup C: Make it apart of the CoDR? S: Nah, just make a new document	
Course Stuff	G: Need to give you a survey to do, but they are in the car. A: What are people doing today? W: Handover document C: CoDR logistics section and systems architecture diagram S: Floormat in environmental. Discuss what is needed in the diagram. A: Want to make a clear handover document. And Help C with CoDR S: We had better footing on this project and improve on the previous groups A: P will do electrical S: Work on the design report	
Audit	W: Should be put things into each section? In the repository? A: Rename project deliverables folder C: Handover folder add one?	

Tutor Meeting
AITC Stromlo
Chair: Gerard
Secretary: Chris

Friday 13th of October

	A: Current status in a folder and move stuff in there? Rejig on the repo.	
Meeting Close	9:32am	