AITC Mt Stromlo
Chair: Alex Dalton
Secretary: Chris Leow

Summary:

Initial client expectations, information handover and project scope and agreement upon Friday to spend all day on site.

Actionable Items:

- Get card access to AITC
- Read handover document and pre-reading information

Attendance: Alex Stuchbery (AS), Marcus (M), Celine D'Orgeville (CD), Gerard (G), Jordan (J), Alex (A), Steve (S), Chris Leow (CL), Paul (P), Brian (B), Wen Jie (W)

Apologies: Brian – didn't notify ahead of time for a lift to Mt Stromlo

Agenda:

Agenda	Discussion	Actions + Responsibilities
Introductions	All: name, thesis, major, extra curriculars	
Day to be on site	A: Friday all day G: Tutorials up here is an option, but will not be great for shadows	G will talk to Chris Browne about logistics and report back to CD
Project description and intro	CD: Adaptic Optics info and history. Laser Guide Stars. Measurement of atmospheric turbulence. Na Laser guide star technique. Radar wavelength (<10cm object not possible). AS: requirements vibrational conditions, thermal conditions etc.	
Scope and milestones	CD: Interfacing lasers to the telescope without the information on laser functionality. Deliver preliminary design (2nd stage) for the interface between two lasers mounting onto the telescope at the end of the project	
Availability	CD: Friday morning, or 9-5 for tour next week with James Webb and Chris Moore S: Talk to Chris to see if we can move tutorial to Monday after next week's Friday Audit tutorial P: Notified Celine that he is unable to turn up due to labs every second weeks	G: talk to Chris Browne about CD turning up to audits
Project Presentation from previous group	G: Recommend contents page in repository AS: Give James vibration resistance design, breadboards are here and paid for already CD: Combination on both lasers to increase power	

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	J: either 40 or 80A the telescope can draw on	
AITC staff tour	CD showed and introduced everyone in the building and the desk area	
Visitor passes	Talk to person in 'yellow building' to get access to building onto student ID cards	
Computers	CD: Computer access and laptops can be loaned and organised to enable the use of solidworks and work	All talk to Gerard/Elliot if need solidworks stuff. If you need IT help they are in the room at the end of the corridor of the first meeting room even if the lights are turned off
IP and NDA agreement	CD: ANU information will be published at a later date, but if EOS give information and documents don't put them publicly. G: Don't put figures, models and pictures into PowerPoints without first double checking with James Webb who will talk to CEO of EOS person CD: Just be professional about the information	
Repository handover	AS: Give USB to CD to give confidential repository to the group. AS+G: will answer questions if you need to via email	J: Email CL link to the drive (public information)
Communication and expectation	CD: be independent and don't wait for CD to tell you what to do. Though it is important to her so talk to her about it if you need to G: take advantage to Marcus and Jordan since they will be around. Should create a proforma document AS: put scope into words and milestones and goals so that you can say it if someone asks you. Helps integrating with EOS people. Chris Browne loves it. Don't spend ages writing the document. Go to any academic if you need information because emails are slow, also send emails but if it's a long list of information.	

	CD: summer internship program open. 8wks Nov-Jan. Send link.	