Summary:

Individuals all updated on progress and preparation ahead of meetings this morning and following weeks

Actionable Items:

- Group meeting to ensure everyone is on the same page after the holidays ahead of the final stretch of the project
- Clarification questions have been listed by appropriate subsystem groups
- Subsystem documentation will be created and referenced to in the final design report
- Plan to prepare a draft of the post and discuss with Celine by week 9
- Plan to have recommendations for subsystems for next project group handover

Attendance:

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

Agenda:

Item	Discussion	Actions + Responsibilities
Meeting Open	9:20am	
Tutor Update from Audit	G: Did pretty well for an Engineering group since software groups are doing better and postgrad software the best A: 70 something was the mark S: Shadows marked kinda well, Seeing outputs in the repository was hard. Just looking at things that are on the criteria. G + Celine feedback more helpful since it's more project oriented. G: Lack of shadow feedback is not helpful A: If we aren't getting actionable feedback then why aren't we getting a higher mark. G: discrepancy between marks in peer review they will get toned out. Shadows almost entirely got toned out because they were too far different. And hence removed. It's not a perfect system. One thing that was consistent was low shadow feedback mark. No actionable feedback 1 and if it is 3 S: No specific guidelines to feedback marks. No review of it, but people shouldn't be giving feedback on how they feel. G: of 250 people, 90 forgot. Information is spread out over 4	

	sites making it hard to find everything.	
WP	G: The guideline is on one of the websites. S: do we have to apply? G: No but you need to do stuff to apply. Base application on the work around here and can't use pre-existing work. Hope you will be doing the job, or scholarship and send them through to tutors to make them valid. No tutorial next week. Week before the audit, week of and week after. You as a group send an email with all the job applications to Gerard next week. I'm one of the main marking groups, so it would be in your best interest.	
Poster	G: Work on that due week 10. One more tutorial in wk 9 due 4 days before. Have a draft of it and talk it over in the tutorial. Have a poster double checking with Celine. S: Do you have a template of the poster? G: Marcus	Have a draft of the poster in week 9
Project	S: Did you know there was a standby heater G: Nope S: Starting up the laser from cold takes 24 hours so it helps speed it up. Ideal temperature requirement might result in ambient temperature increasing than wanted. Need to address at meeting today. W: assume laser needs to operate at a very specific temperature S: 10-30-degree optimal W: I think there is confusion between cooling temperature, or environmental temperature. S: CAN bus expect to be an ethernet cable. They expect that ethernet? Want previously discussed with them. G: CAN over ethernet.	

	S: Put it into a google doc. Including responses to their document comments. W: Tell vendor cooling system is air to water. Closed system.	
Presentation	G: There is a presentation component with the meeting? S: There is one after the vendor meeting to update everyone on each subsystem and get everyone on the same page G: WP due on the 27th don't quote me on that. Is everyone in the group on the same page. A: Finish CAD model by next week which is feasible. Mark wanted FEA done, but it's hard to model G: Documentation of analysis process to hand over. A: Very preliminary analysis. Model as actual square sections. Simplify using 1D frame network, and stiffness. To determine whether it is appropriate. Where the next group would do it. Celine wanted to do concept designs for breadboards. Ask Celine. G: Getting to the point when it will get to the handover phase and what the project will look like at that stage. Mechanical seems well defined. Electrical, cooling, environmental. W: Written document and specification, maintenance manually. Two laser requirements. Combined with electrical. C: Preliminary design document is started and the format and template checked with EOS and Celine. Setting up requirements and system architecture diagrams. G: That's good because Celine said that you have a better idea of what to expect on the design report now S: Summary report with each work package. Summarise subsystem areas and reference into the design	

	report. Make an overleaf document and uploaded onto the site. B: Similar to cable wrapping document. Don't know the position of the cabinet. S: Got the cable routing document in the presentation. EOS and ANU electrical cabinet is supposed to go on the bottom floor and routed from there. Vendors don't know size of components and the auxiliary cabinet may be split up making it ideal. Addition of cables will have to go through the cable wrap. P: Plug stuff into the network switch on the ground floor. B: ANU laser should use ethernet to make it all the same with the cooler way it's controlled. S: CAN and EOS confusion G: Ask Mark today in the meeting today.	
Project subsystem discussion	W: Air is more a part of the mechanical design. S: There is temperature needs that might need the air to be cooled. G: Vibration very open ended. S: Possibility of a vibration analysis on the EOS laser, if it's changed and in the clean room where things are going to be operating. Look into that later today. G: Is it going to be performed when the telescope is moving. Assume the telescope is moving while the laser is operational, unless Celine say's otherwise. W: Cooling is the choice of cooler. S: Clarification with the vendor and need for it in the air control system and a secondary cooler necessary, with the wattage known. There is still stuff to be done linking with the electronics component. G: Want to be aware that temp is ok when they are all running. W: Adjust the model.	

	S: 3kW heater would need 3 phase power W: assume it's 1 phase no matter what. We don't need 3500W.	
Group Cohesion	G: I have this idea that people don't know what they need to do. Does that usually happen in the weeks when you aren't here? S: Last few weeks have been a bit different cause not everyone is here. C: Meeting after lunch and reflect on everything and make sure everyone on the same page. G: Presentation split into work packages and individuals will present	
Meeting Close	10:25am	