Tutor Meeting   Friday 6th of October
AITC
Chair: Alex
Secretary: Chris

Summary:

Updated on poster, presentations, subsystems and plan for handover in coming weeks

Actionable Items:

- Finalise requirements for audit and handover
- Finalise poster to run through Celine
- Finalise CAD diagrams for poster and ppt
- Complete cooling requirements and subsystem document
- Finalise electrical design and layout of cabinets
- Reminder that WP is a thing

Attendance:

Paul (P), Chris (C), Steve (S), Alex (A), Brian (B), Gerrard (G)

Apologies:

Wenjie (W) – Other course commitments

Agenda:

Item	Discussion	Actions + Responsibilities
Meeting Open	9:05am	
Update	G: How is the poster going? P: It's good S: Do we need to do another presentation? G: There is still a tutorial presentation. You don't have to do much just stand there and talk. Chris will come and ask questions, but Celine won't be going. Audit is next week. S: Reasonably well prepared. G: Presenting where the project is finishing up A: Finishing by Monday G: Then handover stuff S: Was doing group project. Expected to finish his section by the end of the day G: Poorly scheduled S: He was doing cooling. Everything has changed and now he's back at square one. The document (USSS – overleaf) hasn't been updated with cooling requirements, but since W has all the information on that area so waiting on him	
Tips on the poster	A: A lot of approximations	

	G: Only thing you can do at this time. There is too much text on the page. FEA would be good to put in there, could be bigger. Logistics might not be as necessary. Just keep it top level instead of going into detail on things. Solidworks of dome and put frame into it, could it replace the drawing S: Steve agrees and was waiting on someone to bring it up A: I like the cartoony thing. Give the impression that it's very complex G: We had screenshots of the solidworks model and it looks professional even though we didn't make it S: Custom model for a radiator for cooling, heater, fan and hepifilter and could be put into solidworks G: try and show as much of our design in it. Frame, cooler, electronics systems architecture diagram could be helpful. Project summary is good, conclusion was good, and acknowledgements. Contents was good but replace with pictures where you can. Limited space in the room, you are milling around in front. Have things big and clear. Run through Celine	
	G: Sticking some laser instruments on the breadboard to put into the poster would make it look more professional. What do you need for the coolers and the locations? S: W has all the information but we will be taking it over C: S and I will go over it today all the information should be there S: There's two conflicting coolers that are being used. If the EOS EC fits on the table than you can do it otherwise bottom floor. Check values then justify B: I'll put it on the bottom floor	
Poster and diagrams	P: Figures for poster chuck in slack or give them to me. Will put W info into the Latex	

	C: Requirements need to be updated S: You guys can't even measure a hatch. No one's going to know next groups problem G: We used the CAD file P: Can you export in .obj than solidworks would allow photoshop to do renders S: Photoshop the frame onto the telescope might be faster G: Align it and let it render in the background	
Handover steps	S: P will do vibration work package G: 'We haven't done it yet but we will do it' just for the audit S: Or write up the process for the next group G: Write the things outlining what you did and the next steps S: Handover documentation that would be next week and take a whole Friday.	
	C: Work on requirements and heat transfer calculations A: Work on the models, CAD pictures for SS report, concept designs for Celine. C can do that on gliphy. C: Subsystem documents and a CoDR that will reference them and be informative but not specific. Have subsystems broken up for the next group G: Documentation to be talked about in the next audit. S: Image of the model before the weekend so I can make up a ppt P: Copy across W work onto Latex S: S thinks Paul will just do that all day G: Send repository draft to him again. S: It's the same link, but wouldn't want you getting injured scrolling for the link G: Celine might want to put it up here, so make sure it's valuable to the client A: I would do it earlier	

	P: Print a draft version, could you do it on A3 but this time on purpose. Also in colour A: Concern for environment? P: The world is a better and brighter place G: WP how is that going? try and use the course, and answer questions otherwise write a cover letter. Chris wants to show how what you have done is relevant to a real course A: Why are we telling everything that is due? You should plan out your work	
Meeting Close	10:02am	