

Outline of work allocation and mid-semester break expectations

Actionable Items:

- Check 2.1.2 requirement dimensions for breadboard with James Webb
- S+P: Vibration analysis
- B: communication and electronics communication
- A: CAD, documentation, FEA, Stakeholder Communication
- C: PDR Documentation template

Attendance:

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

Apologies:

Wenjie (W) – exam, Gerard (G) – attended audit tutorial

Agenda:

Item	Discussion	Actions + Responsibilities
Meeting Open	9:05am	
Discussing changing project manager title	A: Thinks S should take over S: Politely declines with additional joke	
Work allocation	A: Prepare cross-sectional files in CAD, Talk to IT, documentation and finalise 2 tiers, talk to Mark, FEA modelling, 3 tier modelling S: Vibrational analysis, cable wrap, look at Elliot's reports on vibrational analysis. No vibrational limits on devices, so look at dampening tiers, control systems dampening A: little bits between frame and plate, breadboard and frame as the secondary C: Documentation, source templates PDR, documentation of CAD A: Stick everything in a big table P: Electrical S+A+C: B looking at electrical A: Communications between laser and EOS room P: Vibrational stuff knock it out in a week	

	<p>A: Celine said that dust doesn't settle on the frame. Perspex on the frame?</p> <p>S: Looked at it before but need negative/positive airflow in/out. Steve dunno + very tired</p> <p>S: Paul was asleep at 2am. Rested up and good team effort.</p> <p>A: Joke about above effort on audit contribution</p>	
Documentation	<p>S: SSS requirements. Updated: reasoning for changes</p> <p>A: why is it 14MB?</p> <p>S: Figures. If you don't need the figures turn it into draft mode</p> <p>A: MSDR?</p> <p>S: No additional requirements available currently. Compile the questions to send to the company building ANU laser through Celine.</p> <p>A: Change requirement 2.1.2 – breadboard dimensions</p> <p>C: Going off the quote document</p> <p>A: Check with James Webb again today</p>	
Client meeting progress	<p>A: Brief notes on what everyone has done today</p> <p>S: Hopefully have updated CAD models, vibrational and B for electrical</p> <p>B: James Webb hasn't replied to email so dunno what to do</p> <p>A: Is there anything you can do in the mean time?</p> <p>S: Individual component electrical requirements. Make a table calculating it all.</p> <p>B: Documentation of stuff to ask James later</p>	
Plan for the break	<p>A: What do we want to do during the break?</p> <p>S: Partayyyyyy!!! Happy to come up on Fridays</p> <p>P: Agreed</p> <p>S: Takes shot at C for not being here in wk 8</p> <p>A: Coming up would be good. Attempt to do FEA during the break. 1,2,3 break.</p> <p>S: Paul already broke</p>	
Meeting Close	9:20am	

Tutor Meeting
AITC Stromlo
Chair: Alex
Secretary: Chris

1/9/17

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