

Tutorial Presentation
Ian Ross Design Studio area
Chair: Alex Dalton
Secretary: Chris Leow

Friday 10 Aug

Summary:

Actionable Items:

- Print off the and sign NDA agreement
- Obtain card access ASAP
- Complete pro forma

Attendance:

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

Apologies:

Wen Jie (J) – laptop related issue

Agenda:

Agenda	Discussion	Actions + Responsibilities
Open Meeting	12:00pm	
Sign NDA		Print them off and sign them
Tutorial Presentation	P: 5-minute presentation	
Card access		Get card access tomorrow morning
Roles + Documentation	<p>S: CAD Models, Systems Engineering, Communications (Tutors, Celine, Chris, Gerard),</p> <p>A: Handover document recommended. Idea of what to do</p> <p>S: electrical requirements, mounting requirements, water, power requirements, vibrational requirements</p> <p>A: Subsystem requirements, proforma document. P: Handover document and change it a little. P: Reference requirements rather than append. Accessibility text.</p> <p>P: All documentation will be done in LaTeX, Overleaf (google drive for LaTeX).</p>	<p>A/C: Learn how to use LaTeX</p> <p>S: Contacted Alex Stuchbery to get LaTeX files</p>
Pro forma Document	S: Add additional things to show that we are referencing it	Talk to Chris tomorrow about it
Responsibility Assignment	<p>Positions:</p> <ul style="list-style-type: none">• A: Project manager• W: Point of contact/communications• W: Logistics + Access• P: Requirement refiner, logistics• C: Secretary	

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	<ul style="list-style-type: none">• C: Fluid analysis and mechanical interface• P: CAD Models• S: Vibration analysis and interfacing• B: Optical/Electrical/Environmental	
Close Meeting	1:00pm	