

Summary:

All team members were present and repository made, with initial start on individual responsibilities

Actionable Items:

- clarify with Celine as to whether we need all need to be there on the same day
- Agree what time is good for tutorials
- Create mutual communication agreement document

Attendance: Alex (A), Steve (S), Chris (C), Paul (P), Brian (B), Wen Jie (W)

Agenda:

Agenda	Discussion	Actions + Responsibilities
Secretary and Chair roles	C: Happy to be secretary A: will Chair meetings	
About everyone – majors	S: Mechatronics & Electronics and Communications P: Mechatronics & Electronics and Communications W: Mechatronics & Renewables A: Mechanical & Materials C: Mechanical & Materials B: Electronics and Communications	
Tentative roles and responsibilities clarification	<ul style="list-style-type: none">• Project manager• Systems• Mechatronics• Electronics• Control systems• Photonics• Software	
Availability to work at Stromlo	All: Best day is Friday, or Wednesday W: might not be here during mid-sem break Everyone else: will be available C: Week 8 won't be in Canberra	Conclusion: - clarify with Celine as to whether we need all need to be there
Repository layout	A: <ul style="list-style-type: none">• Folder names:<ul style="list-style-type: none">○ Analysing previous groups work○ Client interactions○ Feedback• Project governance (i.e. minutes, schedule, role, documents)• Project outputs (i.e. technical depth, technical breadth)	P: tasked with setting up git repository – by Monday

	<ul style="list-style-type: none"> • Project approach (i.e. development, ad hoc, or continuous) <ul style="list-style-type: none"> ○ Ask Chris clarification • Stakeholder engagement – Minutes and emails with Celine and AITC • Group member agreement • Acting on feedback – Review • Team collaboration 	
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Availability to work at Stromlo

- A: Wed all day, Thursday every second week after 12, Friday
- S: Every second Monday before 3, Every second Tuesday, Wednesday managed if necessary, Fridays, Thursdays before 3
- W: Monday until 4:30, all Tuesday, Thursday before 4:30, Friday all day
- P: all Monday, all Tuesday, all Wednesday, Thursday before 3pm, Friday except 12-3pm every second week
- C: All Wednesday, All Thursday, All Friday
- B: Monday before 3, Tuesday before 2, All Thursday and Friday, Wednesday before 3

	Mon	Tues	Wed	Thurs	Fri	Weekend
A						
S						
W						
P						
C						
B						