**Summary:**

Client updated on progress, all queries answered. Feedback on audit presentation received.

**Actionable Items:**

* Modify audit presentation as per client feedback
* Create list of urgent

**Attendance:**

Celine D’Orgeville (CD), Alex (A), Steve (S), Chris Leow (CL), Paul (P), Brian (B), Wen Jie (W)

**Agenda:**

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| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open | 14:14 |  |
| Updates/Progress today | W: Detailing work package breakdown  CD: Generate the requirements for the ANU laser, they may then be incorporated into the design  A: Detailing the designing of mechanical aspects. – material for the support structure, size difference of the breadboards, admin access problems with the computer (in process of arranging admin access for the files),  A: ANU Laser first, mounting on breadboard?  CD: Is not a specific budget for this. Discuss with James constraining work to 2 breadboards, giving access to third in the event of this. Otherwise, find another way to mount the system. Difficulty is the transfer optics setup.  CL: Discussing the templates and acquiring them.  CD: Attaining the documents – from Justin  S: showed updated requirements to C  S: incorrect measurements on the telescope, power points (going through the requirements)  S: updated air quality requirements, power draw without toptica  CD: you made good progress  S: C and A will continue with CAD. B and W will work on cooling, power draw.  CD: EOS laser parts will be mounted off the telescope somewhere else. Look at cable routing etc.  S: Our audit is next week, monday 1300. [explains tutorial things]  CD: I will check my calendar and tell you if I can make it. Do you need anything from me?  A: The only thing A and C wanted to talk about is available space for the ANU laser.  CD: No, for the pitch.  P: [explains presentation]  CD: add context slide, stakeholders, visual aid, discuss problems  S: Show list of project requirements? To show how many there are.  CD: Use a single picture to illustrate, give number of reqs.  CL: pls gib design report templates  CD: yeah mate totes you can get some templates. But they’re paper  A: for mechanical bit the previous group did some pretty basic stuff, should we have more details? Conceptual/prelim?  C: [illegible] no data [...] black box  B: any document to explain what the electrical cabinet does for the ANU laser?  CD: yeah there will be a cabinet, houses control hardware: PSU, cooling, controls to drive laser components. I don’t know.  B: control signals go to cabinet and then laser?  CD: no, they are generated in the cabinet  B: [illegible]  CD: there will be fibers between the EC and laser head  B: single phase or 3 phase?  CD: no idea sorry  S: when will the specs be out?  CD: still in contractual phase, put together most critical questions in a document and we’ll have them for you ASAP |  |
| Meeting Close | 14:58 |  |
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