**Summary:**

Updating Gerard of our progress and repository management and stakeholder interactions

**Actionable Items:**

* Ask Celine what she wants from a preliminary design
* Clarify things with James Webb from respective groups
* Clarify with Celine alternative designs when ANU laser arrived first

**Attendance:**

Steve (S), Paul (P), Chris (C), Alex (A), Gerard (G)

**Apologies:**

Wen Jie (W), Brian (B) – bus didn’t arrive based on Client information

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Open Meeting | 9:10am |  |
| Progress Update | A: G informed of progress |  |
| Feedback | S: Document on repository tracing how we responded to feedback  G: Agreed that some of the feedback contradicts each other. Suffered a little bit cause shadows don’t know what’s going on  S: Didn’t get an email about shadow tutorial from Chris Browne on time  P: I didn’t forget…  S: A lot of files  A: A lot of arbitrary documents that needed to be merged  G: Can’t base work on pushes in the repository |  |
| Questions | A: One breadboard is filled and used in the laser lab right now  G: Previous groups conceptual design will be used for mounting. Need to define more information, or conflicts with SSS, refine design, get more detail and enhance to environmental and electrical  S: How did you manage confidential information  G: Initially USB, dropbox had sensitive information. It’s hard to maintain two files  S: Should be easier without one of the lasers anymore  A: IDD document  G: Design wasn’t in a separate document, but turned into high level system interface document. Some documentation and structure might be too aggressively systems. Don’t have to follow.  S: Don’t mind cause it looks professional  A: Can just copy since the template is done  C+A: Chat with G about conceptual things after the meeting.  G: Alex S did that and talk to him about it. Send an email with questions. Laser location cause there was no space on the breadboards  A: Designs that coincide with laser development process  G: Celine wants alternative designs  S: Can breadboard be mounted before the EOS laser designed?  S + A: Asked James Webb about laser installation on breadboards  A: Will assemble onto breadboard with frame  S: Breadboard fittings and potential for dampening vibrations (feet on frame and frame from telescope)  G: possible constrains in FEA simulation of vibrational loading  A + S: 40m cable wrap  (**All following requirements are in reference to SSS v4 document)**  W +B: Going through the EOS laser requirements. Asking James Webb  W+B: Drop air quality requirement of 2.5.5. Air filters in place already?  G: Does the EOS requirement have air quality requirements?  W: James says that it’s open to the air and there are no issues with the requirement  G: Check again to be clear  W: Vibration 2.5.4 not sure how much  G: More clarification and number  W: 2.1.8 requirement one thing that one component is 1m away from another thing?  S+A+G: Follow up later  W: 2.5.8 requirement size of the cabinet might be smaller than it already is. | All: Talk to Celine about what a preliminary design requires |
| Project update | G: Asking if everything is ok in terms of understanding what is going on  S: Not sure what you have control over in the project  P: Nothing… |  |
| Referencing requirement and file management | G: Centralised document for changes and meetings that different people have.  P: Create txt file/google doc and compile  G: Reference James Webb, personal communication, date |  |
|  | A: Talk to James Webb about disclosing images on repository |  |
| Close Meeting | 9:56am |  |