**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 | * 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:   * Folder names:   + Analysing previous groups work   + Client interactions   + Feedback * Project governance (i.e. minutes, schedule, role, documents) * Project outputs (i.e. technical depth, technical breadth) * Project approach (i.e. development, ad hoc, or continuous)   + Ask Chris clarification * Stakeholder engagement – Minutes and emails with Celine and AITC * Group member agreement * Acting on feedback – Review * Team collaboration | P: tasked with setting up git repository – by Monday |

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 |  |  |  |  |  |  |