**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 | S: CAD Models, Systems Engineering, Communications (Tutors, Celine, Chris, Gerard),  A: Handover document recommended. Idea of what to do  S: electrical requirements, mounting requirements, water, power requirements, vibrational requirements  A: Subsystem requirements, proforma document. P: Handover document and change it a little. P: Reference requirements rather than append. Accessibility text.  P: All documentation will be done in LaTex, Overleaf (google drive for LaTex). | A/C: Learn how to use LaTex  S: Contacted Alex Stuchbery to get LaTex files |
| Pro forma Document | S: Add additional things to show that we are referencing it | Talk to Chris tomorrow about it |
| Responsibility Assignment | Positions:   * A: Project manager * W: Point of contact/communications * W: Logistics + Access * P: Requirement refiner, logistics * C: Secretary * C: Fluid analysis and mechanical interface * P: CAD Models * S: Vibration analysis and interfacing * B: Optical/Electrical/Environmental |  |
| Close Meeting | 1:00pm |  |