**Summary:**

Discussing what to do for the week to come and the questions

**Actionable Items:**

* Talk to Celine about when we are ok to use the data
* Ask Elliot for vibration papers
* Ask James Webb whether they are assembling in the telescope or in the lab
* Grab digital copy of the SSS v4 doc
* Clarify conceptual designs with Celine on laser timeline
* Contact EOS Mechanical Engineer for their designs

**Attendance:**

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

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open | 4:10pm |  |
| IP/NDA/CIC | S: We know where the documents are but we can’t access them until the paperwork is processed | S: Email Celine to confirm when we can use the data i.e. if it’s fully processed, or wait |
| Tasks | P: double checking requirements with sources in the handover document. Verification of requirements. |  |
| Meeting time | 5pm Tuesday next week  A: go through appropriate requirements |  |
| Plan for the week | P: Make a list of things that we need to check requirements on Friday  A: Send emails to appropriate people for Friday meeting |  |
| Technical tasks | A: going through requirements and grouping them  S: Before meeting group requirements  A: multiple designs to accommodate for laser timeline  S: ANU on breadboard  W: Note accessibility of thing around the breadboard locations  A: supporting document to go with the conceptual design  P: Mechanical Engineers EOS contact regarding mechanical interface  A: brainstorm groups | S: ask Gerard if the SSS document is very different and get the digital document  A: Clarifying with Celine the what combination of conceptual designs that she requires based on laser completion timeline  S: email EOS mechanical engineer regarding designs |
| Meeting Close | 4:50pm |  |