**Summary:**

Feedback was responded to one by one in an excel document in the repository and tasks delegated in advance of Friday

**Actionable Items:**

* Address costs and resource requirements and where they come from
* Check EOS laser, MSIRs in SSS v4 document (2 people) – B, W
* Conflicting identification (creating list of tasks of what to do and how to do them) (2 people) – S, P
* Review Conceptual Design and create new ones (2 people) – A, C
* Work on interface - Feasible distribution of the interfaces – All
* Sign and print all NDAs to hand in on Friday

**Attendance:**

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

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Open Meeting | 5:20pm |  |
| Subsystem definition | S: Hardcopy is most recent and the digital is just non-redacted. Celine never picked the phone so haven’t gotten files off her yet |  |
| Responsibilities for Friday | A: split up into tasks that individuals can do  W: Following up requirements might be different tasks that take up a lot of work  A: if we can get in contact with people it won’t take too long  W: orient deliverables with previous group and following up requirements  P: C said that the same person assigned to the area talk to relevant client and look at requirements and continue one  A: Not super technical, designing frameworks if scenarios take place. Celine recommended. Move on from requirements.  W: one person makes requirements other checks design  S: don’t think going through requirements will take too long and won’t have changed much  Two people on it and take a few hours  A: Two people on it and read report on requirements. Talk to James or Celine regarding what happens if one laser is ready before the other  S: Is the EOS laser assembled on the breadboard. Plan meeting with Celine for Friday.  W: timeframe and risk (3-4hours?)  S: There are no timeframes and risks associated with the requirement  A: Requirements will depend on how easy it is to get hold of people. Reasonably task areas of the interface on Friday.  S: Housing and how to address MSIR on SSS document. Assume majority project requirements are valid.  W: once people are done with requirements help pick up slack in other areas  C: supply water and power to EOS laser and treat as blackbox  A+P: meet EOS mechanical engineer, utilise Gerard (tutor)  A: don’t know if the previous group came up with designs or consulted EOS mechanical engineers | Part 1:  Check EOS laser, MSIRs (2 people) – B, W  Conflicting identification (creating list of tasks of what to do and how to do them) (2 people) – S, P  Review Conceptual Design and create new ones (2 people) – A, C  Part 2:  Work on interface  Feasible distribution of the interfaces – All |
| Audit Feedback actions | S: Consider changing the Work log document to align with previous groups format as it breaks down tasks into hours  A: Project summary, re-edit pro forma  W: Agreement, agenda each week, delete project status file  P: makes sassy comment  S: broke the project  P: fixed |  |
| Project governance | S: included readme documents in every major folder, if it becomes necessary they will be added to the bottom folders  P: Readme fixed they weren’t clear about the subfolders  A: Document of project description and summary of that week and client  S: Removed redundant files, updated folder descriptions  P: Already formalised team roles and responsibilities  S: Milestones added to the calendar |  |
| Project outputs | S: lot of stakeholders, but not a lot of communication with them to fragment information  S: makes sassy remark at feedback  P+C+A: laugh (group unity)  C: make clients, stakeholders and previous team members clear  P: “don’t add things if they don’t add value to the client – Chris Browne”. Feedback on transportation costs arbitrary  S: Address costs and resources, where they come from, and what happens if not possible otherwise  W+P: All feedback is old since it has been done already, or not actionable  P: Sandwich method for feedback to give good feedback  S: Make documents look good before we push them into the repository, unless it is clearly marked draft  S: Have pairs of files, docx and pdf if it’s an important file. To enable to be opened in gitlab.  P: regenerate ssh key without password to fix gitlab issue  S: no evidence that we understand anything. Produce a project summary document.  P: motto of the project - “we produce all these documents, but they are never read”  S: Project summary. We make lasers pew pew  S: client expectations should be listed, address how we will store confidential information  P: Confidential files can’t be accessibly online, bring it up with Celine and clarify ability to exchange documents online  S+P: prefer agile approach over continuous  W: prefers ad hoc approach (joke) |  |
| Close meeting | 6:32pm |  |