**Summary:**

Plans for the coming week and responsibilities have been scoped

**Actionable Items:**

* Prepare draft poster for week 10 by next week
* Everyone fill out individual reports of respective subsystems
* Update USSS Document

**Attendance:**

Steve (S), Paul (P), Chris Leow (CL), Wenjie (W), Alex (A)

**Agenda:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open | 1:27pm |  |
| Audit | S: Project work packages to be done by next audit, but not design report completed |  |
| Poster | S: Ask Marcus for the template.  Renders, images, project outline, purpose of the project  C: Draft before next Friday?  S: From 10am will be with James testing vibration of laser. Talk to Jak about telescope vibration and measurements. Equipment for vibrational analysis from Gaston. |  |
| Subsystem Documents | S: Templates have been made  P: Pushed to them.  C: Work on respective document, system architecture diagrams and requirements |  |
| Design Report | P: Just have requirements and system architecture diagrams |  |
| USSS | S: ANU Laser requirements need to be made  P: will go through them  W: Update chiller requirements |  |
| Meeting Close | 1:49pm |  |