**Summary:**

Work plan for today and the coming weeks

**Actionable Items:**

* Complete CoDR and compile into pdf
* Complete SS Documentation and compile into pdf for audit
* Complete handover documentation

**Attendance:**

Steve (S), Alex (A), Paul (P), Gerard (G), Wenjie (W), Chris (C)

**Apologies:**

Brian – Supervisor Meeting

**Agenda:**

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| --- | --- | --- |
| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open | 9:13am |  |
| Project plan | G: CoDR finalised and handover  A: Yes  S: Might need to finalise the SS reports and look at  S: Who wants to do that. Paul.  A: Could you make a doc for that S?  S: Yup  C: Make it apart of the CoDR?  S: Nah, just make a new document |  |
| Course Stuff | G: Need to give you a survey to do, but they are in the car.  A: What are people doing today?  W: Handover document  C: CoDR logistics section and systems architecture diagram  S: Floormat in environmental. Discuss what is needed in the diagram.  A: Want to make a clear handover document. And Help C with CoDR  S: We had better footing on this project and improve on the previous groups  A: P will do electrical  S: Work on the design report |  |
| Audit | W: Should be put things into each section? In the repository?  A: Rename project deliverables folder  C: Handover folder add one?  A: Current status in a folder and move stuff in there? Rejig on the repo. |  |
| Meeting Close | 9:32am |  |