**Summary:**

Outline of work allocation and mid-semester break expectations

**Actionable Items:**

* Check 2.1.2 requirement dimensions for breadboard with James Webb
* S+P: Vibration analysis
* B: communication and electronics communication
* A: CAD, documentation, FEA, Stakeholder Communication
* C: PDR Documentation template

**Attendance:**

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

**Apologies:**

Wenjie (W) – exam, Gerard (G) – attended audit tutorial

**Agenda:**

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| **Item** | **Discussion** | **Actions + Responsibilities** |
| Meeting Open | 9:05am |  |
| Discussing changing project manager title | A: Thinks S should take over  S: Politely declines with additional joke |  |
| Work allocation | A: Prepare cross-sectional files in CAD, Talk to IT, documentation and finalise 2 tiers, talk to Mark, FEA modelling, 3 tier modelling  S: Vibrational analysis, cable wrap, look at Elliot’s reports on vibrational analysis. No vibrational limits on devices, so look at dampening tiers, control systems dampening  A: little bits between frame and plate, breadboard and frame as the secondary  C: Documentation, source templates PDR, documentation of CAD  A: Stick everything in a big table  P: Electrical  S+A+C: B looking at electrical  A: Communications between laser and EOS room  P: Vibrational stuff knock it out in a week  A: Celine said that dust doesn’t settle on the frame. Perspex on the frame?  S: Looked at it before but need negative/positive airflow in/out. Steve dunno + very tired  S: Paul was asleep at 2am. Rested up and good team effort.  A: Joke about above effort on audit contribution |  |
| Documentation | S: SSS requirements. Updated: reasoning for changes  A: why is it 14MB?  S: Figures. If you don’t need the figures turn it into draft mode  A: MSDR?  S: No additional requirements available currently. Compile the questions to send to the company building ANU laser through Celine.  A: Change requirement 2.1.2 – breadboard dimensions  C: Going off the quote document  A: Check with James Webb again today |  |
| Client meeting progress | A: Brief notes on what everyone has done today  S: Hopefully have updated CAD models, vibrational and B for electrical  B: James Webb hasn’t replied to email so dunno what to do  A: Is there anything you can do in the mean time?  S: Individual component electrical requirements. Make a table calculating it all.  B: Documentation of stuff to ask James later |  |
| Plan for the break | A: What do we want to do during the break?  S: Partayyyyy!!! Happy to come up on Fridays  P: Agreed  S: Takes shot at C for not being here in wk 8  A: Coming up would be good. Attempt to do FEA during the break. 1,2,3 break.  S: Paul already broke |  |
| Meeting Close | 9:20am |  |
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