**Tutor Meeting, Week 2, Thursday, 3:00pm - 4:00pm**

**Location:** ANU, e240

**Time:** 15:00-16:00

**Attending:** Cedric Scheerlinck

Jordan Davies

Alex Stuchbery

Gerard Kennedy

Markus Dirnberger

Samson Nilon

**Agenda:**

Meet & greet, discussion points as outlined below

(as per Chris’ email of Feb 27):

have you met your client

have you established the access/meeting

have you established the goals/desired outcomes (it might be good to discuss minimum and stretch goals)

have you asked about funding or resources that might be available (it's OK if they say that there are none)

have you talked about whether you can develop your own IP, or whether any aspect of the projects are commercial in confidence

do you have a sense of your

project scope

what goals you can achieve for the reviews

how you will manage your documentation and communication

will you need finance for your project?

do you have any expertise that you can share with the class as part of professional development (running a workshop will count as double hours, if that's what motivates you)

**Discussion points**

Review project

Role and objectives of tutor and tutor meeting

Chris Browne’s input? - he intends to come to the Week 4 tutorials

High level admin, review of work (marking?)

Personal/professional development scope

Individual personal development, eg. an online ANSYS course

**Points to raise**

Establish/confirm key course dates and times

Determine specific course schedule

**Description of project**

Aims and objectives, key milestones and stages, stretch goals

**Immediate action**

Gathering background and information pathways

List of names of people at Stromlo

Determine office hours (and location) for the entire group

NDAs

|  |  |  |
| --- | --- | --- |
| Group Members | Date/Time | Location |
| Alex, Gerard, Markus | Friday 9-5pm | Mt Stromlo |
| Jordan | Friday 11:30-5pm | Mt Stromlo |
| Samson | ?? | ?? |

**Next steps**

Determine requirements and constraints

Gather information for next client communication

**Meeting Notes:**

* Chris will take our week 4 meeting
* Other stuff