**ObjeTutor Meeting, Week 6, Thursday 30th March**

**Location:** ANU, E240

**Time:** 14:00 - 15:00

**Attending:**

|  |  |
| --- | --- |
| Semiconductor Laser Team | Jordan Davies, Alex Stuchbery, Gerard Kennedy, Markus Dirnberger, Samson Nilon |
| Observers | Andrew Spooner, Cheng Cheng |
| ENGN4221 Staff | Cedric Scheerlink (Tutor) |

**Agenda:**

1. **Meet and greet**
2. **Project feedback and peer review comments**
3. **Input from Cedric/Observers**
4. **Next steps**

Plan for the mid-semester break

**Questions / Discussion Points:**

* Discuss feedback from peer reviews and pitches
* Reflect on content and outcomes of project review report and pitch
* Discuss ANU policies and course expectations surrounding NDAs

**Resources:**

* [**Observer Tutorial Team Membership list**](https://cs.anu.edu.au/pages/courses/techlauncher/current_students/campus_only_Teams_byName/)
* [**Team Google Drive Repository**](https://drive.google.com/drive/folders/0B54pZi8oVvWXSEF0QkRWeUhiNWs)

**Meeting Minutes**

**Feedback from project reviews**

* Risk management: no distinct risk management program
  + Client has specific a specific preference for prioritising elements of progress
  + Project is structured using tiered
* Clarity of organisational structure and stakeholders
  + Client: Celine from AITC at Mount Stromlo
  + Secondary stakeholders
    - EOS - they will be users of the system
    - [SERC - Space Environment Research Centre](http://www.serc.org.au/)
    - The Global Space Community
  + No process for dealing with conflict
    - Based mostly on a good relationship with our client, they have a history of working with R&D, PhD, Honour students
    - Cedric: it would perhaps create a conflict to create a conflict management structure, we do have access to the marking criteria
    - Strategy: resolves though conversations at regular meetings, work together 9-5PM at Mount Stromlo
* Little evidence of client engagement
  + What evidence should we provide to prove our engagement?
    - We are at Stromlo at 9-5PM, in an open office environment, regular meetings and discussions
    - Only have meeting minutes to show
  + Cedric: that’s just uniform feedback, don’t worry about it
    - Subheading: client engagement, listing things
    - Use Tags as subheadings! Adapt to marking criteria. Mainly high level organisation, the overhead.
    - The client doesn’t mark us, but will give a job once we graduate!
    - Observers: clients didn’t actually show up to many pitches

**Feedback from the pitch**

* LATEX documentation:
  + Chuck a generic version of the source code on github/techlauncher
* Pitch is not about the nitty gritty, rather a vision of our project to convince them why what we are doing is import
  + Cedric agrees with us: a real pitch involves “why should we be interested”? The next pitch: provide the evidence behind our accomplishment.
    - A concrete example of requirements we have done
    - More polished conceptual design, quick sketches/brainstorms not CAD models
  + No information available beforehand regarding pitches
* Questions in the pitches - reconsider the approach:
  + Anticipated people would ask questions, developed a page of questions following Chris’ advice
  + Those questions were not asked!
  + Audience asked questions pertaining to Systems Engineering, which is Jordan’s responsibility. Samson and Markus focused on technical details, which were not asked, and were therefore seen not to be participating.
  + Observers: the pitch is an audiobook version of the project review
  + Cedric: make a clear distinction of subsections and parts to make it easier to digest

**Project Review - things we have done in the last week:**

* Moving forward in design requirement collection: course → details
  + Have requirements for every subdivision
  + Some need to be developed further
    - eg. Power draw on power plugs (10A?)

**Signed an NDA between our team and the client**

* Sharing data
  + We keep a separate non-confidential version for observers and markers to see
  + Commercial in confidence: information kept securely at workplace

**Specifications, requirements, constraints**

* Constraint is related to relationships between components, or constraints we cannot affect

**Project Review - Week 8**

* Cedric: need demos to engage audience/reviewers
* Alex: have some viable conceptual designs, using detailed technical requirements and metrics
* Jordan: We can demonstrate our client’s approval of these ideas
* Gerard/Alex/Cedric: the minimum scope is the comprehensive design requirements, that anyone who works on this project later can reference
* We have 4 criteria (Inspect, Analyse, Demonstrate, Test) to show the client that our requirements are verifiable

**Meeting Summary**

**Overview of Suggestions:**

1. Conflict Management Structure
   * ie. outline how we resolve conflict (if any even exists) through regular face-to-face meetings
2. Client Engagement Strategies
   * Explicitly outline and summarise: our time at Mount Stromlo, in working environment engaging with client/staff, etc
3. Compartmentalised Structure for pitch questions
   * so that everyone has a chance to answer something related to their field of expertise and be seen to be participating
4. Provide Evidence Behind our Accomplishments
   * Appropriate demos and samples of work
     1. Process: 1. Determine the need for information 2. Organise time and meet with staff at Stromlo 3. Collect/interpret information 4. Discuss with team 5. Include in draft documents 6. Verify with client
   * Same requirement tables, example of conflict resolution
   * More polished sketches/brainstorms of conceptual designs
   * Demonstrate our client’s approval of these ideas
5. Risk Management Strategies and Contingencies
   * 4 criteria (Inspect, Analyse, Demonstrate, Test) to show client our requirements are verifiable
   * Tiered approach to “assessment” - minimum requirements, conceptual design, physical prototypes. At any stage our work is self-contained and documented so that other engineers can pick up from where we finished.

**Next Steps**

**Plan for Friday**

* ***Don’t email people - pester them in person!***

|  |  |
| --- | --- |
| Time | Tasks/Event |
| 09:00-11:00 | Alex:  Markus:  Gerard: Send Celine the new Project Pro Forma  Samson: |
| 11:00 | Continue working |
| 11:45 - 13:00 | Possible pub lunch |
| 13:30 | Jordan arrives at 13:20ish for the meeting  Meeting with Celine, Brady, Mark, Elliot   * Show Celine the SSS for intermediate review |

**Plan for the Semester Break (TBD Friday 31st of March)**