**Team Meeting**

**Location:** Engineering Foyer

**Date/Time:** Wednesday 8 March 2017,11:00

**Attending:**

* Alex Stuchbery
* Jordan Davies
* Gerard Kennedy
* Markus Dirnberger
* Samson Nilon

**Agenda** (add things we want to discuss at next team meeting)**:**

* Allocate team roles: determine roles and tasks for Friday
* etc

**Questions** (any questions we have can listed here)**:**

* Include software in Tier 1 requirements?
* How do we link our files to markers?
  + Link specific files, but also keep an organisational overview
  + Keep it professional, label clearly, add dates
  + Worth it to make a “change management” progress tracker?
    - “Change management systems involve reporting, controlling, and recording changes to the project baseline.”
  + Google docs keeps track of revision history

**Basic points**

* Alex as liaison officer
* James Webb, EOS Laser
* 2x Celine, optically pumped semiconductor
  + Only have access after the initial meeting, 1-3?
* Solidworks files: dimensions
* Elliott: laser guide star facility, how does that tie in? Any reusable information?
* Finish the requirements analysis and present it for a review on Friday Wk 4
* Have the progress review documents submitted by Monday Week 5
* We need a scribe for the tutor meetings?
* Get a mirror to switch between lasers? EOS has optical components that may take up too much space? EOS is least important - Celine prioritises Toptica and semiconductor laser. Nothing there at the moment, empty space. Any lasers on the 1.8m telescope are in the lab, running through the opposite of capturing an image. Cannot have both systems on the same optical path.

**Plan for Friday**

|  |  |
| --- | --- |
| Time | Tasks/Event |
| 09:00-11:00 | Markus + Samson: James Webb (HSM) EOS requirements  Implemented in an operational state   * physical dimensions * power requirements * temperature ranges * optical interface   Alex: Talking to Mark about telescope space |
| 11:00 | Continue  Gerard replaces Samson |
| 11:45 - 13:00 | Possible pub lunch |
| 13:30 | Jordan arrives at 13:20ish for the meeting  Meeting with Celine, Brady, Mark, Elliot |