**Tutor Meeting, Week 9, Thursday 4 May**

**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, Xiaohan Gu, Yaoren Zhang |
| ENGN4221 Staff | Cedric Scheerlink |

**Preliminary Agenda** (items to be discussed at the meeting)**:**

1. Meet and greet, welcome observers
2. Status of minimum goals
   * Status of NDA requirements
   * Requirement-conflict analysis
   * Initial conceptual designs
     + Feedback on initial 3D designs
3. Timeplan / tasks for Friday
   * Set up meetings with EOS staff to verify specific requirements
4. Next TechLauncher assessment items
   * Posters
     + **Digital Posters** are to be submitted via Wattle, by 1700 Friday Week 9. One submission per group.
     + **OR is it Monday now?**
   * Pitch and Project Review 3
     + General outline and preparation
   * Plan for the last few weeks of semester

**Meeting Summary**

Poster

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Pitch 3

* Slide “Response and Actions to Comments”
  + Handover tasks
    - The references for handover purposes
    - How to actually verify/test
      * Massive task
      * Part of preliminary design, beyond our scope
      * An example or two
  + Document file icon “SSS”
  + Get Celine to write a little blurb indicating their satisfaction
* Review progress toward main goals defined by us with client

Final Review

* An email from the Client highlighting their satisfaction
* For Chris: a summary of what we have done, to show we have all contributed a lot

Friday

* Things to find out:
  + Electronics stack EOS, power just for laser or stack or full system?
* Finish poster

**Key Outcomes and Questions**

1. First.

**Plan for Friday**

|  |  |
| --- | --- |
| **Time** | **Tasks/Event** |
| 09:00-11:00 | Alex:  Jordan:  Gerard:  Markus:  Samson: |
| 11:00 |  |
| 11:45 - 13:00 | Pub lunch with the gang |
| 13:30 | (Jordan arrives at 13:20ish)  Meeting with Celine, Brady, Mark, Elliot |