

Week 6 Meeting Minutes

19/08-24/08

26 August 2019 / 10:30 PM / HV Lab

ATTENDEES

Group 05: Jason Smit (Chair), Tyson Cross(Minutes)

Group 09: Graeme Young, Marco Zahra

Group 39: Esanthan Naidoo, Tashveer Soorju

Group 44: Ndivhuwo Maswoba, Jerome-Berthier Kabwayi

Dr. Hugh Hunt, Prof. Alan Clark

Minutes

1. Group 09:

- a. Minor outstanding issues:
 - i. Revival of old functions
 - ii. Get system to work on desktop
- b. Need to make poster
- c. Working on presentation

2. Group 44:

- a. Some progress on fault analysis
- b. Still collecting results
- c. Need to make poster
- d. Focus on poster and presentation

3. Group 39:

- a. Still finalizing performance metrics
 - i. Need more results
- b. Poster almost complete

4. Group 05:

- a. Video in progress
- b. Poster in progress
- c. Print on Tuesday a backup copy of poster

General Advice from Dr. Hunt and Prof. Clark

1. This week is “what have you done?” **NOT** “get new things done”
2. Open Day is an opportunity to reflect on the project, step back and see what is the “right problem” to fix. (Not the problem you think you need to fix at the moment)
3. In writing report/poster:
 - a. You will find the “hole” in the overall solution
 - b. Valuable opportunity
4. Need to focus on “big picture” communication. Present ideas and solutions to the public, who may have limited technical knowledge base. Even other engineers will likely require a fairly high-level overview of the context.
5. Presentation skills vital to practising Engineer:
 - a. Talking to “granny”
 - b. Talking to “the board”
 - c. Talking to other engineers

Open Day:

1. Staff inspection will be focused on Health and Safety checks.
2. Only board, title card and T-shirt provided for presentation
3. Please organise space, posters, and any logistics **now**, not later