**09-22-2018 meeting (Pierre & Cédric)**

During year 2017-2018 structure and organization was lacking, project-wide and subsystem-wide. Inequalities were present between subsystems, some being more autonomous than others.

Knowing exam dates would help us plan workloads where students are not too busy working their exams.

Reviews: each month with the board and each 2-3 month with everyone.

Active members as of 09-22-18: about 15 to 20 members. Will need recruiting.

RSS (subsystem responsible): temporary RSS have been named so that they can ease the transition for this new year within all subsystems. They would do the following for the next reunion (09-27-18):

* Prepare the session to get to work progressively
* Determine clear objectives and activities for the next three weeks at least
* Have an approximation of the number of people to recruit if possible
* Speak English when in presence of foreign students

Temporary RSS are:

* Mission Analysis (MA) : Nicolas
* Structure : Pierre
* Power : Aly
* Comms : Clément & Niels
* AOCS : Gaspard
* Thermal : Johan
* Payload : Iridium : Félix ; OMP : Javier

About ASTRE recruiting, we can consider recruiting INSA students first for fast access to new members before starting Tolosat training.

For next week (27-09-18):

* Each subsystem gathers and people go to the ones they are interested in
* We (Pierre & Cédric) pass by and make sure everything is okay and a minimum organized

People who have already knowledge about space systems: 4-5 people:

* 3 Masters in AOCS/Thermal/Mission Analysis
* 1 Master in AOCS/Thermal/Mechanical/Communications

People shifting from one subsystem to another:

* Julie: structure -> payload (OMP)
* Nuane: thermal -> NULL
* Clément: Comms -> payload (OMP)
* Niels: MA -> OBDH
* Xavier: payload (OMP)
* Soufiane: interest in computer science/electronics

2 CCS (CubeSat Club – Supaero) interested in mechanical engineering

**09-30-2018 meeting (Pierre & Cédric)**

During this meeting we began redaction of management and organization documents (project management, Drive organization) for Tolosat. We discussed about Concurrent Engineering and tried out a few things with the CDP4 software. In the end CDP4 and IDM seem to suit our needs for CE for our project but offer very different features, although base features are present.

We also planned a meeting with Thibaut Gateau to discuss about having IDM software & documentation for server configuration.

We asked RSS for subsystems objectives. Power and AOCS subsystems have already written their objectives.

**09-30-2018 meeting (Pierre & Cédric)**