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

**Present people:** Pierre & Cédric.

**Duration:** 4 hours.

**Place:** ISAE-Supaero “BDE”

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

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

**Present people:** Pierre & Cédric.

**Duration:** 4 hours.

**Place:** ISAE-Supaero “BDE”

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.

# 2018-10-14 meeting (Pierre & Cédric)

**Present people:** Pierre & Cédric.

**Duration:** 4 hours.

**Place:** ISAE-Supaero “BDE”

Today we set up an initial planning for the project. We started using Git for project management within systems engineering via initialization of two repositories: tolosat\_planning (planning only) and tolosat\_systems\_engineering. We listed all the documents we need to complete/create/update in the frame of the project. We set up objectives for the next meeting (2018-10-18). We made aware the Payload team of the MRD deadlines and mission review date. We will contact Fabien Apper (to be done by Pierre).

# 2018-10-21 meeting (Systems Engineering)

**Present people:** Cédric, (Pierre), Martin, Hugo, Léo.

**Duration:** 2.5 hours

**Place:** random room of ISAE-Supaero

Cedric showed the new recruits how to use Git and demonstrated a bit what we can do with Capella. We did not make any decisions regarding the project, as Pierre left very early and that it was not relevant to discuss without him (as it has been less than a week than the new recruits are there; therefore they are not in the position to take decisions regarding the project, due to a lack of project and technical information). On a side note, this meeting was not productive at all, but mainly demonstrative, as there was not much to discuss without Pierre; additionally, the room of CCS was not available (building closed) and we had to set up somewhere else.

*Rescheduling another meeting is advised.*

# 2018-10-23 meeting (Pierre & Cédric)

**Present people:** Cédric, Pierre

**Duration:**

**Place:** CCS room, ISAE

The goal of this meeting is to set up the objectives and the organization of the next board meeting of Thursday 2018-10-25.

A Trello for Tolosat has been put in place.

For Concurrent Engineering, it was decided that iterations shall have (for the moment) a duration of 2 weeks, with a meeting once every two weeks to conclude each iteration.

Pierre mentioned that Dawid proposed that if the mission is not deemed feasible after concurrent engineering sessions, we can launch a call for proposals for potential clients to get a place within our CubeSat for a payload within the specified budget we will have.

# 2018-11-11 meeting (Systems Engineering)

**Present people:** Cédric, Pierre, Martin

**Duration:** 3 hours

**Place:** CCS room, ISAE

The goal of this meeting is to set up the concurrent engineering organization. A document has been created in Files/Concurrent Engineering/Concurrent engineering management that describes the concurrent engineering process that will be used for our phase 0-A.

# 2018-11-20 meeting (Pierre & Cédric)

**Present people:** Cédric, Pierre

**Duration:** 1 hour

**Place:** CCS room, ISAE

Discussion went about the planning of the project and the extended deadlines. As a course of action for the delay of our budget, an informal iteration 0 could be initiated. Next project-wide meeting: 2018-11-29.

For the mission requirements document, the IRIDIUM part will be delayed. Pierre will oversee the IRIDIUM part of the payload subsystem.

# 2018-12-07 meeting (Pierre, Cédric & Martin)

**Present people:** Cédric, Pierre & Martin

**Duration:** 3 hours

**Place:** CCS room, ISAE

- IDM Versioning (see Concurrent Engineering Management)

- Number of meetings increased from one every two weeks to twice per week

- We will need to set the mission review date for January/February

- Afterwork on Thursday 20th of December

- Clear presentation of the next objectives on Thursday 13th of December

- Meeting with the RSS Tuesday 18th of December

Presentation to be made Thursday 13th of December:

- Planning until the end of the year

- Concurrent Engineering guidelines, resources, objectives

- Project organization (2 meetings per week on Tuesday/Thursday from 17-21 December week)

- Project afterwork!!

**For DME mission:** a study would be made by 2-3 people (many might be interested in Supaero) in parallel as a third team for the payload. When the study is finished, we decide permanently of which mission to pursue. While the study is under way, we begin the phase A with the Iridium and gravimetry payloads.

# 2018-12-07 meeting (Pierre & Cédric)

**Present people:** Cédric, Pierre

**Duration:** estimated 2 hours

**Place:** CCS room, ISAE

To do:

* PPT mask?
* IDM versioning (integration of new files)
* Project **and SE** recap for end of iteration
* Next iteration objectives
* Documents to be delivered after next iteration
* Mission review to discuss
* CSUT components?
* How to improve global performance and speed, it is too slow for now; how to motivate people? Project management to be reworked?