Meeting Notes

***Meeting Agenda*** – To meet with Dr. Galvin and provide her information about the project to create a **portable Electro-Luminescence Device capable of identifying faults in Solar Panels**

***Meeting Attendance:***

Andrew Leong (u6283651)

Balaji Radhakrishnan (u7322353)

Bhargav Ashok (u7172176)

Yixin Lu (u7411857)

Marco Ernst (Client)

Dr. Catherine Galvin (Course Convenor)

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| ***Meeting Notes:*** | ***Meeting Duration – 30 minutes*** |

* Explained the scope and context of the project to Dr Galvin.
* Created an initial presentation to document the work and develop the overview diagram to help explain the project.
* Discussed potential challenges the team might face in executing the project within the client’s timeline.

***Meeting Outcomes:***

1. Approval from Dr. Galvin to go ahead with the project for ENGN 8170.
2. Look into the challenges and start working on the project by dividing tasks amongst the various team members.
3. Obtain the necessary permissions required and finish procuring the equipment to begin building the product.

***Current Deliverables[[1]](#footnote-1):***

1. Identify additional team members to help with the project and ensure their expertise/contribution complement the project requirements.
2. Start building/thinking about system engineering documents like timeline, stakeholder analysis, design, etc. Additionally get the necessary ANU permissions like safety clearance to use lab equipment/rooms.
3. Begin research into the current limiter and the possible options to identify the best solution by week 2 so that procurement of the equipment can be done at the earliest.

1. Current Deliverables: Refers to immediate tasks that need to be performed prior to the next meeting. [↑](#footnote-ref-1)