Meeting Notes

***Meeting Agenda*** – Weekly meeting with the clients, Dr Macro Ernst, and Dr Hieu Nguyen and updating about the progress of the project and the Concept of Operations

***Meeting Attendance:***

Andrew Leong (u6283651)

Balaji Radhakrishnan (u7322353)

Bhargav Ashok (u7172176)

Levi Zhang (u6972739)

Yixin Lu (u7411857)

Zhengdao Zhou (u6706891)

|  |  |
| --- | --- |
| ***Meeting Notes:*** | ***Meeting Duration ~ 60 minutes*** |

The meeting was in-person with a few members present online. Both the clients were present during the meeting and they were updated about the progress of the team as well as the progress for audit 1. The concept of operations was discussed with the clients and feedback from the clients were noted down and recorded. Levi updated the clients about the progress done by the software team, and about how the camera system is almost in working condition, with test images conducted and the modulation technique applied to it. The testing rooms were discussed and the risks of damaging the parts were mentioned by the client since it would take a while for a replacement part to arrive, which could further delay the project. The funding of the project was discussed with the client and the clients decided to self-fund the project rather than utilising the funds from the course. The end publication of the project was discussed.

The project milestones were discussed with the clients and the crash and stretched goals were defined based ion the feedback from the clients. The timeline for the project was also discussed and created during the meeting.

***Meeting Outcomes:***

1. Briefed the clients about the progress of the project as well as the progress for audit 1.
2. The concept of operations was changed based on the feedback from the clients.
3. The timeline for the project was created as well as the milestones for the project.
4. The crash goals and the stretch goals were formed during the meeting.
5. The future progress of the project was discussed.

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

1. Talking to Chris Jones about the current limiter and the electrical circuit.
2. Creating a final bill of materials for the project so that the acquiring is done as soon as possible.
3. Start working on the design on the electrical circuit and the implementation of the software side of the project.

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