|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QUTMINUTES OF MEETING | | | | | | | | | | | |
| Place: Da Vinci | Author:  Hope Sneddon | | | | | | Date: 7/10/2019  Start Time: 12:00pm | | | | |
| **1.** Subject:  Group Meeting | | | | | | | Page: 1/2  Annexes: N/A | | | | |
| **2.** Agenda:  Ask about emergency session times before mission demo  Kye to help with Nav and IMP problems | | | | | | | | | | | |
| **3.** Attendants: | | | | | | | | | | | |
| Name | Organization | Code | |  | Name | | | | Organization | Code | |
| Monica Fitzpatrick | QUT |  | |  | Johnathan Salazar | | | | QUT |  | |
| Claire Ulrich | QUT |  | |  | Harry Akeroyd | | | | QUT |  | |
| Hope Sneddon | QUT |  | |  | Ross Watson | | | | QUT |  | |
| Elliot McPherson | QUT |  | |  |  | | | |  |  | |
| **4**. Main conclusions and meetings planned: | | | | | | | | | | | |
| **5.** Distribution: attendants (name + logo):  All Attendants present | | | | | | | QUT internal distribution: Dropbox (OneDrive) | | | | |
| **6.** Signatures: | | | | | | | | | | | |
| Name | Organisation | | Signature | | | | | | | | |
| Monica Fitzpatrick | QUT | |  | | | | | | | | |
| Elliot McPherson | QUT | |  | | | | | | | | |
| Hope Sneddon | QUT | |  | | | | | | | | |
| Clair Ulrich | QUT | |  | | | | | | | | |
| Johnathan Salazar | QUT | |  | | | | | | | | |
| Harry Akeroyd | QUT | |  | | | | | | | | |
| Ross Watson | QUT | |  | | | | | | | | |
| MINUTES OF MEETING | | | | | | Page: 3 / 3 ACTIONS | | | | |
| N° | | Responsible person | | Date |
|  | |  | |  |
| Test payload code with monica’s script | | | | | | 1 | | Claire | | 7/10 |
| Confirm image processor is working at sufficient speed with live feed. Document in design and test document | | | | | | 2 | | Harry | | 7/10 |
| Assist Harry | | | | | | 3 | | Jonathan | | 7/10 |
| ask Kye about NAV script | | | | | | 4 | | Monica | | 7/10 |
| Hope to ask Felipe about extra sessions. update meeting minutes and update documentation and write pre-flight checklist | | | | | | 5 | | Hope | | 7/10 |
| Support and maintenance | | | | | | 6 | | Elliot | | 7/10 |
| Support and Maintenance | | | | | | 7 | | Ross | | 7/10 |