|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QUTMINUTES OF MEETING | | | | | | | | | | | |
| Place: S5 | Author:  Hope Sneddon | | | | | | Date: 01/08/2019  Start Time: 9:00am | | | | |
| **1.** Subject:  Group Meeting | | | | | | | Page: 1/2  Annexes: N/A | | | | |
| **2.** Agenda:   1. Task allocation | | | | | | | | | | | |
| **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:   * NAV integration to be finished by deadline next Friday * Everyone work on final design documents in preparation for week 6 | | | | | | | | | | | |
| **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 |
|  | |  | |  |
| Elliot help Claire with Payload PWM coding | | | | | | 1 | | Elliot and Claire | | 1/08 |
| Jonathan contact Liam about IMP progress (keep Harry in the loop) | | | | | | 2 | | Jonathan and Harry | | 1/08 |
| Ross to finalise documentation and finish overall model and print UAV cover | | | | | | 3 | | Ross | | 1/08 |
| Monica to send Jonathan flight plan/ NAV software | | | | | | 4 | | Monica and Jonathan | | 1/08 |
| Hope to update meeting minutes and gantt chart | | | | | | 5 | | Hope Sneddon | | 1/08 |