|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| QUTMINUTES OF MEETING | | | | | | | | | | | |
| Place: V2 | Author:  Hope Sneddon | | | | | | Date: 15/08/2019  Start Time: 12:00pm | | | | |
| **1.** Subject:  Group Meeting | | | | | | | Page: 1/2  Annexes: N/A | | | | |
| **2.** Agenda:  Discuss UAV setup for Da Vinci test on Monday (2-5pm)  Task allocation for Da Vinci prac and week 5 | | | | | | | | | | | |
| **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:   * Elliot and Claire to bring Ethernet adapters for Monica’s mac (use Monica and Jonathan’s laptops for the GCS on Monday) | | | | | | | | | | | |
| **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 |
|  | |  | |  |
| Claire Payload PWM coding and modify design so servos are on other side of payload (minimise current draw) | | | | | | 1 | | Claire | | 15/8 |
| Harry to finish IMP (up to sending target identification based on timestamp to NAV) by next friday | | | | | | 2 | | Jonathan and Harry | | 15/8 |
| Ross to print UAV cover, Elliot/ Ross to get M4 bolts and standoffs for VICON reflective markers. Elliot thrust test new motors just in case | | | | | | 3 | | Ross and Elliot | | 15/8 |
| Monica have NAV 4-waypoint test and official flight plan test ready for Monday | | | | | | 4 | | Monica and Jonathan | | 15/8 |
| Hope to update meeting minutes and update documentation | | | | | | 5 | | Hope Sneddon | | 15/8 |