

Morphing wing minutes

Time/Date: 7:30pm 28/02/2025

Attendees:

Oskar Meszaros

Sam He

Adam Cook

Tianqi Wang

Reece Carr

Apologies:

Alex Nyugen

Agenda:

Introductions

Filling out team contract

Role Allocation

Project Leader

7:46pm – Sam He: Try to meet every week, time is flexible

7:48pm – Group: Want everyone learn CAD/Arduino Code

7:48pm – Tianqi Wang: Also delegation

7:50pm – Adam Cook: Everyone be good at the above, but have one person focused on a particular area

Adam Cook: Arduino

Sam He: CAD

Oskar Meszaros: Arduino/CAD

7:51pm – Sam He: select meeting time once Alex is available, this time works for everyone else

7:52pm – Adam Cook: if someone is struggling to do something, reach out to someone within the group to teach.

7:55pm - Tianqi Wang: Would prefer to digital stuff for the project

7:55pm - Sam He: Wants to focus on CAD

7:56pm - Sam He: Have a showcase next week for ideas/concepts for the wing. During the weekly meeting

7:57pm - Adam Cook: proficient in design aspects/manufacturing/3D printing

7:59pm - Oskar Meszaros: proficient in Arduino/CAD/can fill in any roll

8:00pm - Adam Cook: Interested in the design aspect of the course

8:03pm - Sam He: Looking into CFD for the project

Contract Stuff:

What are your team actions for achieving these goals?

8:07pm - Tianqi Wang: Contribute in parts rather than as a large unit

Goal for people?

8:11pm - Sam He: Managing conflict in a healthy way

8:12pm - Alex Nyugen joined the meeting

8:15pm - Tianqi Wang: Enjoy the project, as this isn't plain work

8:16pm - Sam He: Freely ask questions without fear of judgement

What are your team actions for achieving these goals?

8:17pm - Tianqi Wang: Leave blank for now

8:18pm - Tianqi Wang: But also try to meet in person rather than just doing meetings, such as material selection

8:19pm - Oskar Meszaros: Explained the process for 3D printing with the provided 3D printers, as well as where to not go

8:22pm - Oskar Meszaros: Everyone should get basic workshop badge, basic soldering badge

How will we organise leadership for this project?

8:23pm - Sam He: Wants to be project leader

8:23pm - Reece Carr: Whilst the project leader will be in charge, for specific stuff such as CAD or Arduino, someone more experienced should take charge

8:25pm - Tianqi Wang: Not really a project leader, more project admin. They should plan meetings, keep everyone on task, etc.

8:26pm - Sam He sworn in as Project Admin - Seconded by Oskar Meszaros

8:27pm - Adam Cook: The project admin should be the person to submit the project

8:28pm - Oskar Meszaros sworn in as Secretary - Seconded by Adam Cook

8:29pm -

What are your team's planned actions for achieving this organisation?

8:29pm - Sam He: there will be timeline of when actions should be done, and there will be subtasks for each milestone

Outline everyone's roles:

Sam He - Project Admin + Research feasibility - Seconded by Oskar Meszaros

Oskar Meszaros - Secretary + Arduino/Electronic integration - Seconded by Sam He

Adam Cook - main CAD - Seconded by Oskar Meszaros

Everyone - Upload any project related files to github -

8:32pm - Oskar Meszaros: For everyone else the subtasks for each milestone will be divided among the group in a meeting

How are decisions made?

8:35pm - Everyone: All decisions should be voted/debated

8:36pm - Oskar Meszaros: If a decision falls within someone's area of expertise, they get an extra vote/veto

What are your team's planned actions for achieving this process

8:37pm - Tianqi Wang: Specialist is determined by person who puts the most amount of effort into a certain part of work

8:39pm - Oskar Meszaros: Any bigger decisions should be discussed at a meeting, i.e. compliant mechanism design, material selection etc.

How will we work together at different stages of the team task?

8:40pm - Sam He: All work on the same CAD document via OnShape, or everyone designs their own part and uploads to github

8:40pm - Tianqi Wang: Github works well for solidworks parts because they can just be downloaded and worked on

8:41pm - Tianqi Wang: Have a couple of different designs that come together at the end, not restrict to one thing

8:43pm - Tianqi Wang: Have people shuffled around a bit so everyone has an idea of what is going on

What communication mode will we use and when?

8:45pm - Tianqi Wang: Facebook messages, Teams, Github, Face-to-Face

8:46pm - Oskar Meszaros: Messenger as informal communication, Teams/Face-to-face for meetings, Teams for formal communication

How will we share the workload?

8:49pm - Tianqi Wang: Have ideas submitted to admin, to be verified by admin/specialist

What will we do when a team member is doing more or less work than others?

8:51pm - Tianqi Wang: If someone is doing less, have them help someone else's area

8:51pm - Adam Cook: If someone is doing more it could cause them to take over the project

8:52pm - Tianqi Wang: If this happens, communicate with other people more, and use the time to improve existing designs rather than take it over

What happens if someone is legitimately unable to complete their work in the assignment?

8:55pm - Oskar Meszaros: If someone cannot complete a task, it should be brought up at a meeting, and it should either be reassigned or someone assigned to help them depending on the situation

8:55pm - Reece Carr: If you feeling like you are falling behind, bring it up immediately to ask for help

How and when to review progress on goals?

8:57pm - Sam He: I will keep track of people's task

8:57pm - Tianqi Wang: Review progress each week, at a meeting

How will we manage conflict it becomes personal and not task-related?

8:59pm - Tianqi Wang: Due to time constraints it should be put to the side and keep working

9:00pm - Sam He: If it becomes personal it is better to deal with it sooner rather than later

9:00pm - Tianqi Wang: Discuss during team meetings

9:01pm - Oskar Meszaros: If it becomes personal, talk to the person and get someone to be the mediator

What will we do to make the experience of working together a positive one?

9:03pm - Adam Cook: be respectful of each other

9:03pm - Sam He: Never make assumptions, ask for clarification

How will we celebrate successes and commiserate goals we do not meet?

9:05pm - Sam He: Success can be decided at the time, but for missing goals reflect on the how and why it happened.

How often do we have a meeting?

9:06pm - Tianqi Wang: Online meeting once a week minimum, twice meet up minimum

9:06pm - Oskar Meszaros: Have a separate meeting in-person as required

Who chairs, who scribes team minutes, and who archives them?

9:08pm - Sam He: Oskar

When are minutes and agendas are issued?

9:09pm - Oskar Meszaros: Minutes issued within 24-hours after the end of a meeting, agendas issued at least 24-hours before the meeting

How do roles change?

9:10pm - Tianqi Wang: Democracy/nomination

Who guarantees that meetings will begin and end on time?

9:10pm - Oskar Meszaros: Oskar/Sam

9:11pm - Oskar Meszaros: Agendas will be sent through Teams, minutes will be uploaded to Github

9:11pm - Tianqi Wang: Everyone to read the agenda for the meeting

What kinds of items are allowed under AOB?

9:12pm - Oskar Meszaros: Create dedicated section for various issues

9:13pm - Oskar Meszaros: Anything project related that isn't discussed in a meeting

How will meeting absences be handled?

9:14pm - Oskar Meszaros: Send in apology if possible, read meeting minutes/summary

AOB:

9:15pm - Sam He demonstrated CAD

9:16pm - Oskar Meszaros: Anything heavy will be Solidworks, anything collaborative with OnShape

9:18pm - Sam He: Make a student account

Meeting time:

7:30pm Monday evening - aim to be done by 9:00pm at the latest, can be later depending on circumstances

Meeting adjourned 9:22pm