



AGENDA OF THE MEETING 00

Project:	Cubesat constellation
Participants:	Joan Cebrian Galan (JC) G4/EA-T2016
	Pol Fontanes Molina (PF) G4/EA-T2016
	Lluis Foreman Campins (LF) G4/EA-T2016
	Roger Fraixedas Lucea (RF) G4/EA-T2016
	Oscar Fuentes Muñoz (OF) G4/EA-T2016
	Sílvia González García (SG) G4/EA-T2016
	Fernando Herrán Halbelda (FH) G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK) G4/EA-T2016
	Victor Martinez Viol (VM) G4/EA-T2016
	David Morata Carranza (DM) G4/EA-T2016
	Laura Pla Olea (LP) G4/EA-T2016
	Marina Pons Daza (MP) G4/EA-T2016
	Josep Puig Ruiz (JP) G4/EA-T2016
	Josep Maria Serra Moncunill (JMS) G4/EA-T2016
	Sergi Tarroc Gil (ST) G4/EA-T2016
	Xavier Tió Malo (XT) G4/EA-T2016
	Eva María Urbano González (EMU) G4/EA-T2016

Date and time: 21st of September 2016, from 12:00 to 14:00

Place: S-32 TR5 ESEIAAT (UPC)

AGENDA

1. Overview of the project
2. Bibliographic research
3. Distributions of tasks
4. Next meeting

ITEMS ON THE AGENDA

1. Overview of the project

The team has to discuss about the generalities of the project. What is the scope of the project?

2. Bibliographic research

It has to be done a research of information in order to know more about the specific topic, and then watch the needs of the project and how the skill of the team can solve them.



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3. Distribution of tasks

The bibliographic research is much massive for do it all together, so it has to be defined who invest what.

4. Next meeting

It has to be defining how to share this information and taking decisions over that point.



AGENDA OF THE MEETING 01

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluís Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 22nd september 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Team structure
2. Choice of positions
3. Next meeting

ITEMS ON THE AGENDA

1. Team structure

The structure of the entire group will be defined. It has to be discussed how to work, in order to have optimum organisation.

2. Choice of positions

It has to be decided who perform every task in the previous defined structure.

3. Next meeting

It is decided when and where is going to be the next meeting, and the agenda of it.



AGENDA OF THE MEETING 01.1

Project:	Cubesat constellation
Participants:	Joan Cebrian Galan (JC) G4/EA-T2016
	Pol Fontanes Molina (PF) G4/EA-T2016
	Lluis Foreman Campins (LF) G4/EA-T2016
	Roger Fraixedas Lucea (RF) G4/EA-T2016
	Oscar Fuentes Muñoz (OF) G4/EA-T2016
	Sílvia González García (SG) G4/EA-T2016
	Fernando Herrán Halbelda (FH) G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK) G4/EA-T2016
	Victor Martinez Viol (VM) G4/EA-T2016
	David Morata Carranza (DM) G4/EA-T2016
	Laura Pla Olea (LP) G4/EA-T2016
	Marina Pons Daza (MP) G4/EA-T2016
	*Josep Puig Ruiz (JP) G4/EA-T2016
	Josep Maria Serra Moncunill (JMS) G4/EA-T2016
	Sergi Tarroc Gil (ST) G4/EA-T2016
	*Xavier Tió Malo (XT) G4/EA-T2016
	Eva Maria Urbano González (EMU) G4/EA-T2016

Date and time: 28th september 2016, from 12:00 to 14:00

Place: Aula 2.5 TR5 (ESEIAAT)

AGENDA

1. Minute revision
2. WBS
3. Team structure
4. Budget
5. Next meeting

ITEMS ON THE AGENDA

1. Minute revision

It has to be decided how to review and approve the minutes

2. WBS

It has to be discussed the level 2 items and then divide the tasks



AGENDA OF THE MEETING 02

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP) Joan Cebrian Galan (JC) Pol Fontanes Molina (PF) Lluis Foreman Campins (LF) Roger Fraixedas Lucea (RF) Oscar Fuentes Muñoz (OF) Sílvia González García (SG) Fernando Herrán Halbelda (FH) Boyan Kaloyanov Naydenov (BK) Victor Martínez Viol (VM) David Morata Carranza (DM) Laura Pla Olea (LP) Marina Pons Daza (MP) Josep Puig Ruiz (JP) Josep Maria Serra Moncunill (JMS) Sergi Tarroc Gil (ST) Xavier Tió Malo (XT) Eva María Urbano González (EMU)	Projects Department G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016
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Date and time: 29th sept 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Minute approve
2. Client requirements
3. Project charter review
4. Gantt's diagram review
5. Budget review
6. Work teams
7. Next meeting

ITEMS ON THE AGENDA

1. Minute approve

It has to be approved the last minute

2. Client requirements



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The team want to know what is going to be the role of the client in the project

3. Project charter review

The pre-delivery of the project charter it has to be checked and discussed with the client

4. Gantt's diagram review

The Gantt's diagram has to be checked and discussed with the client.

5. Budget review

The budget has also to be checked and discussed with the client.

6. Work teams

It has to be done the work teams for developing every task.

7. Next meeting

The team has to decide when and how to meet for finishing the project charter.



AGENDA OF THE MEETING 02.1

Project:	CubeSat constellation	
Participants:	Joan Cebrian Galan (JC)	G4/EA-T2016
	*Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	*Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva Maria Urbano González (EMU)	G4/EA-T2016

*PF leaves the meeting at 16:45

*JP leaves the meeting at 17:00

Date and time: 3 of October 2016, from 15:30 to 18:30

Place: SJ INTEXTER

AGENDA

1. Minutes of the last meeting approval (5')
2. Agendas, minutes and documentation standards (10')
3. New organization responsible (5')
4. Bibliography protocol (5')
5. Individual performance verification procedure (10')
6. Project Charter Draft (15')
7. Teams formation (45')
8. Next meeting (5')



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ITEMS ON THE AGENDA

1. Minutes of the last meeting approval
2. Agendas, minutes and documentation standards

The procedure for the meetings preparation and minutes review is going to be defined. Here you can check the proposal to be discussed:

- How to guarantee that everyone looked the Agenda
 - How to guarantee that the minutes of the last session is read
 - How to name the documents
3. New organization responsables

- a) LaTeX and Github responsable

His/her duties will be:

- Defining a template document
- Ensure that Git works for everyone.
- Solve technical issues with LaTeX and Github

Assigned responsable: Boyan Naydenov

- b) Meetings moderator

His/her duties will be:

- Mantain order during the meetings
 - Ensure that the debate is strictly held in the topics
 - Stablish the duration of the different topics
- (MUST BE SUBMITED IN THE AGENDA BEFORE THE MEETING)

Assigned responsable: Xavier Tió

- c) BSCW and Slack responsable

His/her duties will be:

- Write notes in the BSCW platform
- Review of the users who have not seen minutes or agenda

Assigned responsable: Sílvia González

4. Bibliography protocol

Proposal of the Mendeley platform to automatically store bibliographic references. A guide will be done by BK regarding use and LaTeX compatibility.



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5. Individual performance verification procedure

BK will present his proposal to be approved

6. Project Charter Draft

The Project Charter proposal is uploaded at BSCW. The document is semi-definitive. It has to be read by the members of the group and in the meeting will be discussed, modified and approved. The most important part to be discussed will be the scope and the requirements.

7. Teams formation

It has to be defined the work teams and who enjoys every team. It also have to be decided the responsible of every team.

8. Next meeting

When and where will be the next meeting and what it is going to be discussed.



ATTACHED DOCUMENT OF THE AGENDA - MEETING 02.1

PRECEDURE OF PONT 2 OF THE AGENDA

As it has been established, all the documents, agendas and minutes will be upload on the web BSCW and the link will be shared on Slack in order to inform the rest of the members of its existence.

In particular, both the agendas and minutes are important documents for a correct project development so all the members are supposed to revise them.

Due to this importance, there is a need to control who fulfils this task. The next methods have been suggested:

- a. In order to guarantee all the members looked both the Agenda and the minutes of the last meeting, the list of people who access the document in BSCW will be monitored 10 minutes before every meeting.
- b. The unfulfillment of the task will be annotated on the minutes of the next meeting



AGENDA OF THE MEETING 03

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 6th of October 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Minutes of the last meeting approval
2. Change of secretary
3. Project Charter delivery
4. Follow-up of the project
5. Oral presentations schedule
6. New tasks assignment
7. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved



Secció de Terrassa

2. Change of secretary

The client must be informed about the decision of the team referring the new secretary

3. Project Charter delivery

The project charter has to be delivered to the client

4. Follow-up of the project

The team and the customer have to be informed of the project developments

5. Oral presentations schedule

The team has to decide the schedule of the oral presentations, at least the next meeting one

6. New tasks assignment

The weekly tasks have to be assigned to the members of the team

7. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 04

Project: Cubesat constellation

<u>Participants:</u>		
Luís Manuel Pérez (LMP)		Projects Department
Joan Cebrian Galan (JC)		G4/EA-T2016
Pol Fontanes Molina (PF)		G4/EA-T2016
Lluis Foreman Campins (LF)		G4/EA-T2016
Roger Fraixedas Lucea (RF)		G4/EA-T2016
Oscar Fuentes Muñoz (OF)		G4/EA-T2016
Sílvia González García (SG)		G4/EA-T2016
Fernando Herrán Halbelda (FH)		G4/EA-T2016
Boyan Kaloyanov Naydenov (BK)		G4/EA-T2016
Victor Martínez Viol (VM)		G4/EA-T2016
David Morata Carranza (DM)		G4/EA-T2016
Laura Pla Olea (LP)		G4/EA-T2016
Marina Pons Daza (MP)		G4/EA-T2016
Josep Puig Ruiz (JP)		G4/EA-T2016
Josep Maria Serra Moncunill (JMS)		G4/EA-T2016
Sergi Tarroc Gil (ST)		G4/EA-T2016
Xavier Tió Malo (XT)		G4/EA-T2016
Eva María Urbano González (EMU)		G4/EA-T2016

Date and time: 13th of October 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

OF and XT have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 05

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP) Joan Cebrian Galan (JC) Pol Fontanes Molina (PF) Lluis Foreman Campins (LF) Roger Fraixedas Lucea (RF) Oscar Fuentes Muñoz (OF) Sílvia González García (SG) Fernando Herrán Halbelda (FH) Boyan Kaloyanov Naydenov (BK) Victor Martínez Viol (VM) David Morata Carranza (DM) Laura Pla Olea (LP) Marina Pons Daza (MP) Josep Puig Ruiz (JP) Josep Maria Serra Moncunill (JMS) Sergi Tarroc Gil (ST) Xavier Tió Malo (XT) Eva María Urbano González (EMU)	Projects Department G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016
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Date and time: 20th of October 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

BK and PF have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 06

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP) Joan Cebrian Galan (JC) Pol Fontanes Molina (PF) Lluis Foreman Campins (LF) Roger Fraixedas Lucea (RF) Oscar Fuentes Muñoz (OF) Sílvia González García (SG) Fernando Herrán Halbelda (FH) Boyan Kaloyanov Naydenov (BK) Victor Martínez Viol (VM) David Morata Carranza (DM) Laura Pla Olea (LP) Marina Pons Daza (MP) Josep Puig Ruiz (JP) Josep Maria Serra Moncunill (JMS) Sergi Tarroc Gil (ST) Xavier Tió Malo (XT) Eva María Urbano González (EMU)	Projects Department G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016
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Date and time: 27th of October 2016, from 10:00 to 12:00

Place: SJ INTEXTER

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

VM and ST have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



MINUTES OF THE MEETING – SM1
CONSULTING WITH PROFESSOR DAVID DE LA TORRE

Project: Cubesat constellation

<u>Participants:</u>	David De la Torre (DDT)	Physics Department
	Lluís Foreman Campins (LF)	Aero. Eng. Section
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016

Date and time: 3rd November 2016, from 12:00 to 14:00

Place: TR6 Office 0.32

AGENDA

- ll Explanation on approach to Orbits and Orbit Perturbations, solution to our problems with direct simulations.
- ll Explanation on approach to Orbital Decay in detail



AGENDA OF THE MEETING 07

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 10th of November 2016, from 10:00 to 12:00

Place: EDIFICI TR5 – 2.1

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

JC, LF and DM have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 08

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 17th of November 2016, from 10:00 to 12:00

Place: EDIFICI TR5 – 1.2

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

EMU and MP have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 09

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP) Joan Cebrian Galan (JC) Pol Fontanes Molina (PF) Lluis Foreman Campins (LF) Roger Fraixedas Lucea (RF) Oscar Fuentes Muñoz (OF) Sílvia González García (SG) Fernando Herrán Halbelda (FH) Boyan Kaloyanov Naydenov (BK) Victor Martinez Viol (VM) David Morata Carranza (DM) Laura Pla Olea (LP) Marina Pons Daza (MP) Josep Puig Ruiz (JP) Josep Maria Serra Moncunill (JMS) Sergi Tarroc Gil (ST) Xavier Tió Malo (XT) Eva María Urbano González (EMU)	Projects Department G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016 G4/EA-T2016
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Date and time: 24th of November 2016, from 10:00 to 12:00

Place: EDIFICI TR5 – 1.2

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

SG and FH have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

The team and customer have to be informed of the project developments

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 10

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 1st December 2016, from 10:00 to 12:00

Place: EDIFICI TR5 – 1.2

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

JMS and RF have to perform the oral presentation they agreed on doing last meeting.



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3. Follow-up of the project

The team and customer have to approve the decisions made by the coordinators of each sub team in the last coordinator meeting. They have to be informed of the project developments.

Decisions made:

- It is considered the constellation system not to be oversize.
If the number of satellites were reduced the continuous coverage of the ground stations would be compromised.
It is suggested to keep the actual configuration because it is robust, not too complex and offers the clients the possibility of having their own ground stations.
- A critical failure is defined to be when the client cannot connect with any satellite, a ground station loses its visibility or the communication route has to be reconfigured more than once due to a two consecutive satellite failure.
(The ground stations have been design to lose coverage when two satellites of two adjacent planes that arrive at the same time over the GS fail).
- Both constellation deployment and satellite department have to choose the propulsive system that guarantees the correct performance of the demanded actuations.

4. Next meeting

The place and time of the next meeting has to be decided



AGENDA OF THE MEETING 11

Project: Cubesat constellation

<u>Participants:</u>	Luís Manuel Pérez (LMP)	Projects Department
	Joan Cebrian Galan (JC)	G4/EA-T2016
	Pol Fontanes Molina (PF)	G4/EA-T2016
	Lluis Foreman Campins (LF)	G4/EA-T2016
	Roger Fraixedas Lucea (RF)	G4/EA-T2016
	Oscar Fuentes Muñoz (OF)	G4/EA-T2016
	Sílvia González García (SG)	G4/EA-T2016
	Fernando Herrán Halbelda (FH)	G4/EA-T2016
	Boyan Kaloyanov Naydenov (BK)	G4/EA-T2016
	Victor Martinez Viol (VM)	G4/EA-T2016
	David Morata Carranza (DM)	G4/EA-T2016
	Laura Pla Olea (LP)	G4/EA-T2016
	Marina Pons Daza (MP)	G4/EA-T2016
	Josep Puig Ruiz (JP)	G4/EA-T2016
	Josep Maria Serra Moncunill (JMS)	G4/EA-T2016
	Sergi Tarroc Gil (ST)	G4/EA-T2016
	Xavier Tió Malo (XT)	G4/EA-T2016
	Eva María Urbano González (EMU)	G4/EA-T2016

Date and time: 15th December 2016, from 10:00 to 12:00

Place: EDIFICI TR5 – 1.2

AGENDA

1. Minutes of the last meeting approval
2. Oral presentations
3. Follow-up of the project
4. Next meeting

ITEMS ON THE AGENDA

1. Minutes of the last meeting approval

The last minute has to be approved

2. Oral presentations

LP and JP have to perform the oral presentation they agreed on doing last meeting.



Secció de Terrassa

3. Follow-up of the project

- a) The team and customer have to be informed of the project developments both in final developments on the Astrea constellation and in the fulfilment of the final report.
- b) The members who will perform the final presentation have to be chosen.
- c) The remaining tasks have to be distributed.

4. Next meeting

The team has to decide the place and time of the next meeting to prepare the final project presentation.