

Meeting Minutes

Course: Honours Engineering Research Project (Leaky Tank Mystery)

Minutes Documented By: Michael Stefani

Meeting No: 6

Date of Meeting: 23/05/2024

Location: Remote/Online

Time: 12:00 pm

1. Attendees

<i>Present</i>	<i>Apologies</i>	<i>Absent</i>
Eric Tsoukatos (ET)		
Michael Stefani (MS)		
Prof Derek Abbott		
Lachlan Mann (LM)		

2. Previous meetings corrections

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3. Meeting Notes, Questions, Decisions, Issues

- **Obtaining COMSOL**

- Group has been assigned workbench 7 in room N204
- MS and ET completed their induction for room N204
- LM still has induction to complete to gain access to room N204

- **ANSYS Simulation**

- Group to investigate using ANSYS in addition to COMSOL for simulating the problem

- **Progress Report**

- Prof Derek Abbott has suggested changes to make for the progress report

- **Wikipedia Page**

- Add progress to Wiki page provided by Prof Abbott
 - Update progress diary with what each member has been working on and what they have achieved

- **Issues**

- LM is yet to complete his previously assigned workload regarding the progress report

Meeting Minutes

4. Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Obtain COMSOL by contacting IT department	MS	20/05/2024	Complete
Complete induction on COMSOL computer	MS & ET	25/05/2024	Complete
Complete induction on COMSOL computer	LM	30/05/2024	In-Progress
Begin using COMSOL and simulate the experiment to illustrate the expected results	All	19/06/2024	In Progress
Begin using ANSYS and simulate the experiment to illustrate the expected results	All	19/06/2024	New
Continue gathering any components or necessary apparatus required to simulate the experiment.	All	19/06/2024	In Progress
Provide technical resource team with a detailed plan of what is required to be built, this includes a list of materials, dimensions and and required components.	ET & MS	19/06/2024	In Progress
Write the following subsections for the project progress report draft: Acknowledgement, Declaration of Authenticity, Contribution Statement, Executive Summary, Document Overview, Literature Review, Methods and Completion Plan.	ET	11/05/2024	Complete
Write the following subsections for the progress report draft: Introduction, Technical Chapters and Literature review.	MS	11/05/2024	Complete

Meeting Minutes

Write the following subsections for the progress report draft: Theory	LM	11/05/2024	Not Completed
Ensure all formatting for the project progress report is complete. This includes uniform font and font sizes between headings and body text.	All	26/05/2024	In Progress
Make changes to the progress report as suggested by Prof Abbott	All	26/05/2024	New
Add progress to Wiki page, starting from week 1 to present	All	19/06/2024	New
Add regular updates to the weekly diary on Wiki page	All	3/06/2024	New