

Meeting Minutes

Course: Honours Engineering Research Project (Leaky Tank Mystery)

Minutes Documented By: Eric Tsoukatos

Meeting No: 3

Date of Meeting: 28/03/2024

Location: Remote/Online

Time: 9:00 am

1. Attendees

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

2. Previous meetings corrections

- **Work on Project Plan**

- LM to work on Technical objectives and Project risks
- Project Plan to be fully edited and completed by 18/03/2024

- **Answer Technical Resources Quiz and gain access to required resources**

- Technical Resources Quiz to answered and submitted by 18/03/2024
- Obtain access to COMSOL through IT department

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3. Meeting Notes, Questions, Decisions, Issues

What factors must be considered for the Design of the tank?

- Investigate how to ensure flow is laminar
- How should the orifice be designed to reduce turbulence
- How large should the tank be? This can be determined through COMSOL simulations
- Explore what components are viable on sites such as RS components. Could be useful for the plug
- Determine how the measurement devices will be set up.
- These include the laser pointer, reflector, and a mount for the laser pointer

Creating a tank design to give to the technical resource team.

- Include detailed schematic of the apparatus and components required, if possible use detailed dimensions.
- If technical drawings are completed using sketching programs or software, the resources team's preferred choice is Autodesk Inventor.
- Ensure drawings follow the standards set in the handbook 'HB 1-1994 Technical Drawing for Student'..

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4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Complete Technical Objectives and Project Risks sections of the Project Plan	LM	17/03/2024	Complete
Edit Project Plan draft to finalise all parts and be able to submit	All	18/03/2024	Complete
Complete Technical Resources Quiz	MS	18/03/2024	Complete
Obtain COMSOL by contacting IT department	MS	20/03/2024	In Progress
Research where to obtain materials that may be required for the experiment	All	27/03/2024	Complete
Have a meeting with the technical resource team to discuss what components are required to complete the project.	All	11/04/2024	New
Begin using COMSOL and simulate the experiment to illustrate the expected results	All	19/04/2024	New
Begin gathering any components or necessary apparatus required to simulate the experiment.	All	19/04/2024	New