

# Meeting Minutes

**Course:** Honours Engineering Research Project (Leaky Tank Mystery)

**Minutes Documented By:** Michael Stefani

**Meeting No:** 5

**Date of Meeting:** 10/05/2024

**Location:** Remote/Online

**Time:** 12:00 pm

## 1. Attendees

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

## 2. Previous meetings corrections

- ET and MS were the only group members present for the initial meeting with the technical resource team
- MS to prepare a set of computers at university for the group members to utilise COMSOL

## 3. Meeting Notes, Questions, Decisions, Issues

- **Obtaining COMSOL**
- MS contacted IT department again and was told to submit alternative form to request access to COMSOL
- All members must complete induction before being granted access to use a University computer with COMSOL
- **Finalising Progress Report draft**
- All members to work on their assigned sections in order to be prepared to submit the draft by the submission date
- **Issues**
- MS and ET have been unable to get in contact with LM regarding the progress report, noting that communication levels must be improved
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4. Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Review draft feedback from Prof Derek Abbot on seminar abstract and submit corresponding form	ET	26/04/2024	Complete
Obtain COMSOL by contacting IT department	MS	20/05/2024	In Progress
Complete induction on COMSOL computer	All	25/05/2024	New
Begin using COMSOL and simulate the experiment to illustrate the expected results	All	19/06/2024	In Progress
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	In Progress
Write the following subsections for the progress report draft: Introduction, Technical Chapters and Literature review.	MS	11/05/2024	In Progress
Write the following subsections for the progress report draft: Theory	LM	11/05/2024	In Progress

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Ensure all formatting for the project progress report is complete. This includes uniform font and font sizes between headings and body text.	All	12/05/2024	In Progress
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