

# Meeting Minutes

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

**Minutes Documented By:** Eric Tsoukatos

**Meeting No:** 12

**Date of Meeting:** 14/10/2024

**Location:** Remote/Online

**Time:** 3:00 pm

## 1. Attendees

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

## 2. Previous meetings corrections

- No corrections

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

### • Physical Tank/Experimental Method

- Testing has been completed, this includes multiple tests with different variables changed
- Take images and photographs of experimental setup for use in final report
- A mirror and laser pointer were utilised to magnify the displacement of the tank to a measurable value.

### • Final Report

- Complete all aspects of the final report to allow ample time for editing and necessary changes.
- Inclusion of all figures and tables in the document should be labelled and referenced accordingly.
- Reference list should be complete and in a consistent format.
- Final report should be split into necessary sections with amendments made where necessary.

### • Ingenuity Presentation

- Familiarisation with questions that may arise during Ingenuity and how to answer them.
- Discussion of what resources and materials will be brought to Ingenuity, the poster, the physical leaky tank model, any other resources that will aid in explanation of the project.

# Meeting Minutes

4. Action Items			
<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Complete COMSOL simulations for models of differing size to optimise the ideal size of the equipment to be used	All	10/10/2024	Completed
Complete using MATLAB and simulate the experiment to illustrate the expected results	All	10/10/2024	Completed
Conduct experiment with physical model of leaky tank	All	10/10/2024	Completed
Add all necessary images into the final report document with their necessary labels and correct location.	All	18/10/2024	In Progress
Add all necessary images into the final report document with their necessary labels and correct location.	All	18/10/2024	In Progress
Amend executive summary to include a brief synopsis of the outcomes.	All	18/10/2024	In Progress
Add necessary information into the theoretical and simulative objectives section.	All	18/10/2024	In Progress
Add in necessary information into the experimental objectives section.	All	18/10/2024	In Progress
Include all necessary information regarding the calculations within the results section.	All	18/10/2024	In Progress
Discuss the outcomes and what affected them within the discussion.	All	18/10/2024	In Progress
Include a section that details future work and extensions that could be completed on a project of the same topic.	All	18/10/2024	In Progress

# Meeting Minutes

Complete referencing to a consistent format and ensure alphabetical order in the reference list.	All	18/10/2024	In Progress
Complete edit of full final report document.	All	20/10/2024	In Progress
Final Report Due Date	All	21/10/2024	In Progress