

# Meeting Minutes

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

**Minutes Documented By:** Lachlan Mann

**Meeting No:** 4

**Date of Meeting:** 26/04/2024

**Location:** Remote/Online

**Time:** 1:00 pm

## 1. Attendees

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

## 2. Previous meetings corrections

- Obtain access to COMSOL through IT department

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

### Technical Requirements

- LM was updated on detailed on technical resources meeting and delays with COMSOL licensing
- LM to prepare a computer they can access to remotely access university system for COMSOL use

### Seminar Abstract draft

- Two potential abstracts, one written by ET & MS, one written by LM were review by the other team members and submitted as drafts to Prof Derek Abbot for review
- Speaking order was chosen to be ET, MS then LM

# 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	In Progress (extended)
Have a meeting with the technical resource team to discuss what components are required to complete the project.	All	11/04/2024	Complete
Begin using COMSOL and simulate the experiment to illustrate the expected results	All	19/06/2024	In Progress (extended)
Begin gathering any components or necessary apparatus required to simulate the experiment.	All	19/06/2024	In Progress (extended)
Review draft feedback from Prof Derek Abbot on seminar abstract and submit corresponding form	ET	26/04/2024	New