

Gunn Diode Oscillator Agenda

David Headland

2003-10-07 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Swipe card lab access to be arranged if Ian Hawkings is present.
 - (b) New information relevant to the project to be presented.
 - (c) Discussion of the content of the safety audit and risk assessment.
 - (d) Announcement of the new mailing list.
3. New business.
 - (a) How should financial transactions be recorded? This needs to be agreed with the auditor.
 - (b) Request information for the web page, parts of which could possibly be used for documentation later.
 - i. Detail for the front page.
 - ii. Biographies of group members.
 - iii. Material for the links page.
 - iv. Should additional sections be added at this stage?
 - (c) Discussion of the document filing system.
4. Any Other Business