

# Gunn Diode Oscillator Agenda

David Headland

2003-10-09 14:00

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) Announcement of the risk assessment forms.
  - (d) Finalise the hard copy filing system arrangement.
3. New business.
  - (a) Arrange to start the book for recording financial transactions.
  - (b) Do any transactions have to be approved prior to execution?
  - (c) Any new relevant information.
4. Any Other Business