

Gunn Diode Oscillator Agenda

David Headland

2003-10-02 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Summary of papers read should be presented (oral report).
 - (b) Paper summary copies circulated either electronically through the mailing list or in hard copy format (to be delivered).
3. New business.
 - (a) Discussion of progress so far
 - (b) Determination of next steps
4. Any Other Business

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

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

Gunn Diode Oscillator Agenda

David Headland

2003-10-14 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Announcement of changes to the risk assessment forms.
 - (b) Discussion of tasks involved and how to split them up.
 - (c) Suggestions for:
 - i. Group names.
 - ii. Logos.
 - iii. Mascots.
 - (d) Announcement of the paper filing system.
3. New business.
 - (a) Get a list of members requiring copies of LYX and $\text{L}\text{A}\text{T}\text{E}\text{X}$.
 - (b) Any new relevant information.
4. Any Other Business

Gunn Diode Oscillator Agenda

David Headland

2003-10-16 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the time plan.
 - (b) Suggestions for:
 - i. Group names.
 - ii. Logos.
 - iii. Mascots.
 - (c) Distribution of L^AT_EX and L^AT_EX/Win32 CDs.
3. New business.
 - (a) Any new relevant information.
 - (b) Assign tasks from the time plan to group members.
4. Any Other Business.

Gunn Diode Oscillator Agenda

David Headland

2003-10-21 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the time plan.
 - (b) Suggestions for:
 - i. Group names.
 - ii. Logos.
 - iii. Mascots.
3. New business.
 - (a) Presentation of information from assigned research areas.
 - (b) Any other new relevant information.
 - (c) Assign new tasks from the time plan to group members if required.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-10-23 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the time plan.
 - (b) Suggestions for:
 - i. Group names.
 - ii. Logos.
 - iii. Mascots.
3. New business.
 - (a) Presentation of information from assigned research areas.
 - (b) Any other new relevant information.
 - (c) Discussion of out-of-hours working.
 - (d) Planning for the presentation to e2v during reading week.
 - (e) Assign new tasks from the time plan to group members if required.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-10-28 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of progress towards the e2v presentation
 - i. Presentation of current presentation sections.
 - ii. Discussion of what to put in the personal introductions.
 - iii. Discussion of the presentation style.
 - iv. Combining individual contributions into a single presentation.
 - (b) Presentation of microwave risk assessment
3. New business.
 - (a) Any new relevant information.
 - (b) Assign further work tasks for the presentation to e2v.
 - (c) Assign new tasks from the time plan to group members if required.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-10-30 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of progress towards the e2v presentation
 - i. Presentation of current presentation sections.
 - ii. Discussion of the presentation style.
 - iii. Present questions for e2v Technologies.
 - iv. Discuss information to be included in the summary slide.
 - v. Combining individual contributions into a single presentation.
 - (b) Finalise travel arrangements to Lincoln.
 - (c) Discuss facilities that will be available for the presentation.
 - (d) Discuss the possibility of being able to use an existing Gunn diode oscillator for testing purposes.
 - (e) Discuss safety requirements in the lab.
 - (f) Discuss who will be physically presenting.
3. New business.
 - (a) Any new relevant information.
 - (b) Assign further work tasks for the presentation to e2v.
 - (c) Assign new tasks from the time plan to group members if required.
 - (d) Obtain PIN for the photocopier.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-11 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the visit to e2v
 - i. Comments on the presentation.
 - ii. Discussion of points made by e2v staff.
 - (b) Discussion of the paper suggested by Philip Norton.
3. New business.
 - (a) Any new relevant information.
 - (b) Decide how to split up the project based on Dr. Truscott's suggestions.
 - (c) Adjust the time plan if required.
 - (d) Assign new tasks from the time plan to group members.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-13 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Comments on the proposed task split for the interim report
 - (b) Assign sections for the interim report
 - (c) Arrange another demonstration in the lab
 - (d) Arrange photocopier account
3. New business.
 - (a) Discuss the single diode oscillator design
 - (b) Comments on papers suggested by Dr. Truscott
 - (c) Any relevant information from other sources
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-18 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Comments on the paper by H Barth.
 - (b) Discussion of the interim report task split:
 - i. Changes to the task split.
 - ii. Task assignment.
 - iii. Section deadlines.
 - (c) Discussion of times for the HFSS simulations.
3. New business.
 - (a) Discussion of requirements for tasks assigned last Thursday.
 - (b) Any new relevant information.
 - (c) Discuss the change in testing arrangements now that Keith Williams is not available on Thursday morning.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-20 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the interim report task split with supervisors.
 - (b) Discussion of times for the HFSS simulations.
 - (c) Request feedback on the presentation to e2v from the supervisors.
 - (d) Report on findings since Thursday's meeting.
3. New business.
 - (a) Suggest organising a subsidised team building meal.
 - (b) Any new relevant information.
 - (c) Ask if the supervisors will read through a provisional copy of the interim report before submission.
 - (d) Discuss postgraduate passes.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-25 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Report on findings since last Thursday's meeting.
 - (b) Discuss progress with the interim report.
 - (c) Present risk assessment for out-of-hours work.
3. New business.
 - (a) Discuss heat sinking with new information from testing.
 - (b) Request a stop voltage on the power supply.
 - (c) Suggest an emitter follower in the power supply.
 - (d) Additional sections for the report:
 - i. Citations.
 - ii. Glossary.
 - (e) Discuss with supervisors:
 - i. Attenuators.
 - ii. Getting more Gunn diodes.
 - iii. Where the diode is in the Aluminium oscillator.
 - (f) Request alignment holes in the waveguides.
 - (g) Any new relevant information.
 - (h) Discuss the formal presentation.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-11-27 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Report on findings since last Tuesday's meeting.
 - (b) Discuss progress with the interim report.
 - (c) Present risk assessment for out-of-hours work.
3. New business.
 - (a) Discuss web site section in the report.
 - (b) Suggest sending a report outline to Dr. York.
 - (c) Discuss with supervisors:
 - i. Attenuators.
 - ii. Getting more Gunn diodes.
 - iii. Where the diode is in the Aluminium oscillator.
 - iv. Block diagrams for the report.
 - (d) Any new relevant information.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-02 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Report on findings since last Thursday's meeting.
 - (b) Discuss progress with the interim report.
3. New business.
 - (a) Discuss prices for the team meal.
 - (b) Discuss any changes to the report.
 - (c) Discuss any immediate changes to the presentation.
 - (d) Discuss acquisition of an attenuator.
 - (e) Any new relevant information.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-04 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Report on findings since Tuesday's meeting.
 - (b) Discuss progress with the interim report.
 - (c) Find out what a vector network analyser is for.
 - (d) Progress report for getting equipment from e2v.
3. New business.
 - (a) Dr. Sloan: Power estimates at a transmitter.
 - (b) Dr. Truscott: Discussion of waveguide parameters.
 - (c) Discuss any changes to the report.
 - (d) Any new relevant information.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-09 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the report so far.
3. New business.
 - (a) Changes to the report so far.
 - (b) Distribution of tasks for report dependencies.
 - (c) Findings since Thursday.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-11 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the report so far.
 - (b) Changes from proof reading.
3. New business.
 - (a) And new material for the report.
 - (b) Discussion of final checking, printing and binding.
 - (c) Discussion of the formal presentation.
 - (d) Findings since Thursday.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-16 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discussion of the report so far.
 - (b) Changes from proof reading.
 - (c) Mark which pages are to be printed in colour.
3. New business.
 - (a) Discuss waveguide manufacture problems.
 - (b) Add new material for the report.
 - (c) Discussion of final checking, printing and binding.
 - (d) Discussion of the formal presentation.
 - (e) Findings since Thursday.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2003-12-18 14:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Check over the printed copy of the report.
 - (b) Bind the report.
 - (c) Submit the report.
3. New business.
 - (a) Discuss progress with waveguide manufacture.
 - (b) Discuss progress with the radial line transformer.
4. Any other business.

Gunn Diode Oscillator Agenda

Mick Gaskill

2004-01-26 12:30

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Gunn manufacture process
3. New business
 - (a) Discussion of progress so far against time plan.
 - (b) Summary of areas for presentation, copies circulated.
 - (c) Allocate subject areas.
 - (d) Review how to combine all information.
 - (e) Review marking scheme for presentation.
 - (f) Determine next steps.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland

2004-01-28 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Finalise presentation section content.
 - (b) Discuss waveguide manufacture progress.
3. New business
 - (a) Assign tasks for the presentation.
 - (b) Decide on a preferred slot for presentation practise.
 - (c) Discuss radial line transformer calculations.
 - (d) Discuss elected positions
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-01-30 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Present material for the presentation.
 - (b) Collate slides.
3. New business
 - (a) Distribute finished slide set.
 - (b) Discuss presentation practise.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-02-12 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress of waveguide manufacture.
 - (b) Re-elect positions:
 - i. Manager.
 - ii. Secretary.
 - iii. Auditor.
 - (c) Discuss the power supply.
3. New business
 - (a) Update the time plan.
 - (b) Assign new tasks for this semester.
4. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-02-19 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss the power supply.
 - i. Report on findings from research.
 - ii. Decide on future steps.
 - (b) Discuss any other research.
 - (c) Discuss re-claiming expenses for the project.
 - (d) Present any issues raised in communication with e2v Technologies.
3. New business.
 - (a) Discuss project feedback from the directors.
 - (b) Assign long-term tasks for this semester.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-02-26 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress with the power supply.
 - (b) Discuss simulation progress.
 - (c) Discuss progress at e2v Technologies.
3. New business.
 - (a) Discuss any research.
 - (b) Discuss project feedback from the directors.
 - (c) Assign long-term tasks for this semester.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-03-04 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress with the power supply.
 - (b) Discuss simulation progress.
 - (c) Discuss progress at e2v Technologies.
 - (d) Finalise report sections.
3. New business.
 - (a) Discuss any research.
 - (b) Discuss project feedback from the directors including proposed marks breakdown.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-03-11 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress with the power supply.
 - (b) Discuss simulation progress.
 - (c) Discuss progress at e2v Technologies.
3. New business.
 - (a) Discuss any research.
 - (b) Discuss testing results.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-03-18 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Submit budget allocations.
 - (b) Discuss progress with the power supply.
 - (c) Discuss simulation progress.
 - (d) Discuss progress at e2v Technologies and other building issues.
3. New business.
 - (a) Discuss any research.
 - (b) Discuss testing results with the attenuator.
 - (c) Look at making an issue log.
 - (d) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-03-25 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress with the power supply.
 - (b) Discuss simulation progress.
 - (c) Discuss e2v meeting progress.
3. New business.
 - (a) Discuss any research.
 - (b) Discuss testing results.
 - (c) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-04-22 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Finish the report:
 - i. Make sure the report is ready for submission.
 - ii. Bind report.
 - iii. Submit the report.
 - (b) Discuss progress with the power supply.
3. New business.
 - (a) List remaining tasks.
 - (b) Discuss future progress.
 - (c) Discuss any research.
 - (d) Discuss testing results.
 - (e) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-04-30 12:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss the meeting with e2v technologies.
 - (b) Demonstrate the PSU.
 - (c) Report on progress with the poster and demonstration.
3. New business.
 - (a) Discuss future progress.
 - (b) Discuss testing results.
 - (c) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-05-06 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress the PSU.
 - (b) Check how the Gunn model affects simulations.
 - (c) Report on progress with the poster and demonstration.
 - (d) Reminder of the awards evening.
3. New business.
 - (a) Discuss future progress.
 - (b) Discuss the possibility of publishing a paper.
 - (c) Supervisors' question time.
 - (d) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-05-13 10:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress the PSU.
 - (b) Simulation progress report.
 - (c) Report on progress with the poster.
 - (d) Summarise demonstration planning progress.
3. New business.
 - (a) Discuss future progress.
 - (b) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-06-01 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Work on the epilogue:
 - i. Discuss required structural changes.
 - ii. Assign content to team members.
 - (b) Discuss progress the PSU.
 - (c) Simulation progress report.
 - (d) Report on progress with the poster.
 - (e) Summarise demonstration planning progress.
 - (f) Discuss device testing.
3. New business.
 - (a) Discuss future progress.
 - (b) Update the time plan.
4. Check progress against the time plan.
5. Any other business.

Gunn Diode Oscillator Agenda

David Headland.

2004-06-03 09:00

1. Approval of minutes from the previous meeting.
2. Old business.
 - (a) Discuss progress on the epilogue.
 - (b) Discuss progress the PSU.
 - (c) Simulation progress report.
 - (d) Report on progress with the poster.
 - (e) Summarise demonstration planning progress.
 - (f) Report on device testing status.
3. New business.
 - (a) Discuss future progress.
 - (b) Update the time plan.
4. Check progress against the time plan.
5. Any other business.