MATH3001: RIVERS PROJECT

Agenda & Minutes from Meeting on 6-NOV-2018

1. **MEETING INFORMATION**

**DATE:** Tuesday 6-NOV-2018

**TIME:** 13:00-14:00

Attendees:

|  |  |  |
| --- | --- | --- |
| Name | Position | Attendance |
| Abbey Chapman | Student | Yes |
| Antonia Feilden | Student | Yes |
| Sophie Kennett | Student | Yes (Chair) |
| Mary Saunders | Student | Yes |
| Jack Willis | Student | Yes |
| Thomas Kent | Supervisor | Yes |
| Onno Bokhove | Supervisor | No |

1. **AGENDA & MINUTES**

* Review of Actions
* Minutes

|  |  |  |
| --- | --- | --- |
| Date Raised | Item | Output |
| 16-OCT-2018 | 1. Recreate graphs for River Aire, Don and Calder.   30-OCT-2018. | * Sophie, Mary, Jack using R * Abbey & Antonia using Python * Most graphs complete. |

1. **ACTIONS**

| Date Raised | Action | Deadline  (Action Owner) | Status |
| --- | --- | --- | --- |
| Initially, 30-OCT-2018  And again on 6-NOV-2018 | 1. Look for flood mitigation plans for chosen river | Moved to 13-NOV-2018  (ALL) | Some have looked into current or future mitigation plans for each river for next meeting. |
| Initially, 30-OCT-2018  And again on 6-NOV-2018 | 1. Become familiar with the readme part of a Github repository, and become familiar with creating directory. | 13-NOV-2018 (ALL) | Created repositories for Aire and Calder. Need to create more repositories for Don and our chosen rivers, as well as upload plots. |
| 6-NOV-2018 | 3. Attempt to find the data from this river flood from the local council. | 13-NOV-2018  (ALL) | Some have received an answer from the Environmental Agency. Some are still awaiting data.  Need to check responses from EA for height and ratings. |
| 6-NOV-2018 | 5. Sort rating curves | 13-NOV-2018 (ALL) | We looked over rating curves together today (6-NOV). |

1. **CHAIR PERSON**
   1. **Rota**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week 1** | **Week**  **2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week**  **7** | **Week 8** | **Week 9** | **Week**  **10** | **Week 11** |
| N/A | Antonia | Abbey | Jack | Mary | Sophie | Antonia | Abbey | Jack | Mary | Sophie |

* 1. **Roles & Responsibilities**

Before the meeting:

* Have an Agenda ready

During meeting:

* Record attendance, take minutes and actions
* Organise and agree times for the next meetings

After the meeting:

* Send out minutes and save in GitHub
* Book room for next meetings
* Send out meeting invites to group with meeting details in