

WeirWeather Mentor Meeting 1 Minutes

Date: 12:30, Fri 01/11/19

Room: RC374

Minute Taker: Callum Brooksby

1 Attendance

Zack North, Callum Brooksby, Tesfu Gebremedhin, Alexander Ulrichsen, Mario Manca
Professor Stephen Mcarthur

2 Announcements

Not Applicable

3 Review Previous Meeting Minutes

Not Applicable

4 Agenda

- Project division
- Project Deliverables
- Project management

5 General Discussion

5.1 Statement of intent Feedback

- Most extensive risk register ever seen
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5.2 Mentor Purpose

- Project approach
- Project planning
- Update on project timescale (Behind/ Beyond schedule)
- Management of skills within team and help with allocation
- Project execution for best project outcome
- Project guidance
- Help with reports/ presentations (slides, mock presenting)
- Meet every couple of weeks
- Actions for meetings
- Updates on workload of members to ensure even work distribution
- Team operation

- Continuous planning and work breakdown at each meeting

5.3 Roof Access

- No issues with roof access
- Complete a risk register
- Lease with Fiona and possibly estates
- University Risk Assessment forms (Sent to David and Malcolm)

5.4 Project Deliverables

- Current problem weather data taken from Glasgow airport not accurate to site location
- Purpose for Meteorological satellite calibration
- Along with website possible inclusion of an App
- Make API for data so that other faculty members can gain data (Standardised API)
- Extrapolating data
- Data prediction
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5.5 Project Organisation

- Focus on Viable project scope and build upon
- Iterative work
- Optimise project
- Minimum viable product -> Product iteration -> Add depth/ analysis
- Water – SCRUM – fall or agile approach
- Discover where challenges are and adapt
- Understand challenges to overcome in order to achieve the project

6 Conclusions

Main focus on organising project deliverables and carrying out initial research

7 Next Meeting

When/Where: 12:30, Friday 22nd November, RC374

Actions:

- Initial design – Prototype
- Design decisions
- Workload division reiteration
- Discover technical problems/ challenges
- Risk assessment
- Technical progress

- On/behind Schedule?

#	Action	Assigned To	Deadline
1	Get on with project implementation	All	N/A
2	Organise roof access	Alexander	22/11/19