

WeirWeather Group Meeting 8 Minutes

Date: 11:00, 28/10/19

Room: RC473

Minute Taker: Mario Manca

1 Attendance

Zack North, Callum Brooksby, Tesfu Gebremedhin, Alexander Ulrichsen, Mario Manca

2 Announcements

Mentor meeting has been organised for 12:30 on Friday 1st November in Dr Stephen Mcarthur's office.

3 Review Previous Meeting Minutes

The previous meeting's minutes were reviewed and accepted by the group.

4 Actions from Last Meeting

#	Action	Assigned To	Progress
1	Complete Failure Modes and Effects Analysis	All	50%
2	Finalise Gantt Chart	All	Done
3	Rough Budgeting	All	Done
4	Organise Mentor Meeting	Alexander	Done
5	Logo Sketches	All	Done
6	Finalise User Requirements Document	All	Done
7	Create user accounts on Github	All	Done
8	Create WeirWeather Github repository	Zack	Done
9	Install and research how to use Git	All	Done

5 Agenda

6 Actions

#	Action	Assigned To	Deadline
1	Competitor Analysis	All	30/10/19
2	Background Research Tasks	All	01/11/19