

WeirWeather Group Meeting 2 Minutes

Date: 16:00, Wed 09/10/19

Room: RC473

Minute Taker: Callum Brooksby

1 Attendance

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

2 Announcements

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	Initial research into microcontrollers	Zack	Done
2	Initial research into sensor modules	Tesfu & Mario	Done
3	Initial research into API, Comms(TCP/IP), Sustainable materials	Callum	Done
4	Research Database, Automation/Fault detection, Forecasting algorithms	Alexander	Done

5 Agenda

5.1 Decide Team Name

After discussing several options, we agreed on 'WeirWeather' for the group name.

5.2 Discussing Project Scope

We discussed the major objectives again and decided that we would finalise the project scope in a meeting with the project proposer, Professor Malcolm Macdonald. We therefore contacted him with regards to organising a meeting.

5.3 Discussing Statement of Intent

We agreed that we couldn't add much more to the statement of intent until after the meeting with the project proposer and the scope was finalised. Zack added several relevant risks to the risk register – this needs to be updated once the scope has been finalised.

5.4 Splitting up the Project

We decided that we couldn't work on the project management tasks such as scope document, work breakdown structure, Gantt chart etc until we had a better idea about some of the aspects of the project such as the server and website etc. Therefore, we decided to each do a bit more research into these areas and came up with a list of questions which we could ask Professor Macdonald at our meeting in order to finalise the scope.

5.5 Questions for Project Proposer

- Will there be an ethernet port or mains power supply on the roof?
- Do we have to make our own website?
- Various questions about how the server will be set up / the virtual linux box
- Do we need to buy a domain?
- How big is the focus on sustainability?
- Are we competing with the MAE group doing this project?
- What is the justification and purpose for this project?

5.6 Next Steps

- Alexander is to organise a meeting with Professor Macdonald and the group ASAP.
- We all have to do some more initial research to determine the scope.

6 Actions

#	Action	Assigned To	Deadline
1	Complete Risk Register in Statement of Intent (Sol)	Zack	11/9/19
2	Fill out project milestone dates in Sol	Zack	11/9/19
3	Initial research on servers	Alexander	11/9/19
4	Organise group meeting with Professor Macdonald	Alexander	10/9/19
5	Complete rough project description in Sol	Callum	11/9/19
6	Continue research on which sensors we will use	Mario Tesfu	11/9/19