

WeirWeather Group Meeting 4 Minutes

Date: 11:00, Mon 14/10/19

Room: RC473

Minute Taker: Tesfu Gebremedhin

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	Create a high-level block diagram	Callum	Done
2	Create a Work Breakdown Structure	Zack	Done
3	Create basic Gantt chart	Mario	Done
4	Organise group meeting with Professor Macdonald	Alexander	Done
5	Create a PERT chart from the Gantt Chart	Tesfu	Done

5 Agenda

5.1 Review Professor Macdonald's E-Mail Response

- Meeting arranged for 13:30 on Monday 21st October 2019. Go to MAE reception and ask for Professor Macdonald.

5.2 Finish Statement of Intent

6 Actions

#	Action	Assigned To	Deadline
1	Finish Statement of Intent	All	16/10/19