

WeirWeather Mentor Meeting 3 Minutes

Date: 12:30, Fri 06/12/19

Room: RC374

Minute Taker: Callum Brooksby

1 Attendance

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

2 Announcements

3 Review Previous Meeting Minutes

Previous meeting minutes were reviewed and accepted.

4 Actions from Last Meeting

- Finish health and safety paperwork
- Brief Update
- Individual Discussion
- Follow-up on roof access

5 Agenda

- Interim Report

5.1 Project Progress

- Health and Safety not completed
- Continuation of project design

5.2 Interim Report

- Explain technical progress simplistically
- Make clear how project fits together
- Basic idea how it works
- Explain and understanding
- Review by reading from a different vantage point
- Use as a plan for next semester

5.3 Presentation

- Watch timing
- Technical presentation
- Make sure questions can be answered
- What is trying to be achieved

6 Conclusions

Focus on Interim Report structure and content along with presentation

7 Next Meeting

When/Where: 11:00, Friday 10nd January, RC374 and SKYPE for those out of country

Actions:

#	Action	Assigned To	Deadline
1	Interim Report	All	
2	Presentation	All	