WeirWeather Group Meeting 7 Minutes
Date: 11:00, 25/10/19   Room: RC434a
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	Deadline
1	Complete Work Breakdown Structure with Names	All	25/10/19
2	Complete Gantt Chart	All	25/10/19

5   Agenda

5.1   Finalise Project Planning

- Worked on adding sub-tasks to the Gantt Chart

5.2   Logbook Review

- Everyone has been filling out their logbook to a reasonable standard

6   Actions

#	Action	Assigned To	Deadline
1	Complete Failure Modes and Effects Analysis	All	28/10/19
2	Finalise Gantt Chart	All	28/10/19
3	Rough Budgeting	All	28/10/19
4	Organise Mentor Meeting	Alexander	28/10/19
5	Logo Sketches	All	28/10/19
6	Finalise User Requirements Document	All	28/10/19

7	Create user accounts on Github	All	28/10/19
8	Create WeirWeather Github repository	Zack	28/10/19
9	Install and research how to use Git	All	28/10/19