

WeirWeather Group Meeting 3 Minutes

Date: 11:00, Fri 11/10/19

Room: RC473

Minute Taker: Mario Manca

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	Complete Risk Register in Statement of Intent (Sol)	Zack	Done
2	Fill out project milestone dates in Sol	Zack	Done
3	Initial research on servers	Alexander	Done
4	Organise group meeting with Professor Macdonald	Alexander	50%
5	Complete rough project description in Sol	Callum	Done
6	Continue research on which sensors we will use	Mario Tesfu	Done

5 Agenda

5.1 What to add to Statement of Intent

- High Level Block Diagram
- Work Breakdown Structure
- High Level Gantt Chart
- Justification
- More risks

5.2 Discussing Risk Register

- Everyone come up with some more risks to add

6 Actions

#	Action	Assigned To	Deadline
1	Create a high-level block diagram	Callum	14/9/19
2	Create a Work Breakdown Structure	Zack	14/9/19
3	Create basic Gantt chart	Mario	14/9/19
4	Organise group meeting with Professor Macdonald	Alexander	14/9/19
5	Create a PERT chart from the Gantt Chart	Tesfu	14/9/19