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| EGH455-Team #2(Week 2)MINUTES OF MEETING | | | | | |
| **Place:**  **O303** | **Author:**  Alexander Iftene | | | **Date: 30/07/2020**  **Start Time: 1300**  **End Time: 1330** | |
| **1. Subject:** Project Overview | | | | **Total Pages: 2** | |
| **2.** **Agenda:**   1. Discussing the dedication of roles amongst the team. 2. Brief discussion of future developments. | | | | | |
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| **3.** **Attendants:** | | | | | |
| **Name** | | **Initials** | **Subsystem lead** | | **Subsystem initials** |
| Alexander Iftene | | AI | Project Manager and 3D CAD Designer | | PM/3DCADD |
| Brian Sivertsen | | BS | Web Visualisation | | WV |
| Oliver Campbell | | OC | Targeting Acquisition and Image Processing | | TAIP |
| Adrian J. Hiltunen | | AJH | Air Quality and Sensors | | AQS |
| James Arnold | | JA | Targeting Acquisition and Image Processing | | TAIP |

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| **4**. Main conclusions and meetings planned:   1. The progress of each subsystem discussed, no main issues that need assistance. 2. Understanding the roles assigned to everyone. 3. Discussing the requirements of the assigned roles. 4. Research for next week. | | |
| **5.** Signatures: | | |
| Name | Id Number | Signature |
| Alexander Iftene | 9657533 | AI |
| Brian Sivertsen | 9746277 | BS |
| Oliver Campbell | 9958711 | OC |
| Adrian J. Hiltunen | 9561498 | AJH |
| James Arnold | 9181016 | JA |

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| MINUTES OF MEETING | ACTIONS | |
| Responsible Person | Due Date |
| Continue working on subsystem | All | N/A |
| Discuss team roles | All | N/A |
| Designate team roles | All | N/A |
| Look into responsibilities | All | 06/08/20 |
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| EGH455-Team #2(Week 3)MINUTES OF MEETING | | | | | |
| **Place:**  **O303** | **Author:**  Alexander Iftene | | | **Date: 06/08/2020**  **Start Time: 1300**  **End Time: 1330** | |
| **1. Subject:** Mechanics of ConOps | | | | **Total Pages: 2** | |
| **2.** **Agenda:**   1. Brainstorming web visualisation system. 2. Understanding ConOps. 3. Figure out how to develop front end and back end system | | | | | |
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| **3.** **Attendants:** | | | | | |
| **Name** | | **Initials** | **Subsystem lead** | | **Subsystem initials** |
| Alexander Iftene | | AI | Project Manger and 3D CAD Designer | | PM/3DCADD |
| Brian Sivertsen | | BS | Web Visualisation | | WV |
| Oliver Campbell | | OC | Targeting Acquisition and Image Processing | | TAIP |
| Adrian J. Hiltunen | | AJH | Air Quality and Sensors | | AQS |
| James Arnold | | JA | Targeting Acquisition and Image Processing | | TAIP |

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| **4**. Main conclusions and meetings planned:   1. Python Flask will be used for the front end of the Web Visualisation. 2. Discussed how the front end and back end systems will communicate. 3. Brainstorming different environments to use for Image Processing. 4. ConOps dissection planned for following meeting. | | |
| **5.** Signatures: | | |
| Name | Id Number | Signature |
| Alexander Iftene | 9657533 | AI |
| Brian Sivertsen | 9746277 | BS |
| Oliver Campbell | 9958711 | OC |
| Adrian J. Hiltunen | 9561498 | AJH |
| James Arnold | 9181016 | JA |

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| MINUTES OF MEETING | ACTIONS | |
| Responsible Person | Due Date |
| Continue working on subsystem | All | N/A |
| Discuss different web frameworks (Flask, Django etc) | Brian Sivertsen | N/A |
| Brainstorm ConOps and how to implement systems | All | N/A |
| Finalise system to use for designing CAD model | Alexander Iftene | 16/08/20 |
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| EGH455-Team #2(Week 4)MINUTES OF MEETING | | | | | |
| **Place:**  **O303** | **Author:**  Alexander Iftene | | | **Date: 13/08/2020**  **Start Time: 1300**  **End Time: 1330** | |
| **1. Subject:** Finalising design components for payload and web visualisation backend/frontend components. | | | | **Total Pages: 2** | |
| **2.** **Agenda:**   1. Discuss the design of CAD model. 2. Discuss which program to use for the CAD model. 3. Brainstorm with team about project responsibilities/progress. 4. Discuss Air sensory mechanics. | | | | | |
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| **3.** **Attendants:** | | | | | |
| **Name** | | **Initials** | **Subsystem lead** | | **Subsystem initials** |
| Alexander Iftene | | AI | Project Manger and 3D CAD Designer | | PM/3DCADD |
| Brian Sivertsen | | BS | Web Visualisation | | WV |
| Oliver Campbell | | OC | Targeting Acquisition and Image Processing | | TAIP |
| Adrian J. Hiltunen | | AJH | Air Quality and Sensors | | AQS |
| James Arnold | | JA | Targeting Acquisition and Image Processing | | TAIP |

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| **4**. Main conclusions and meetings planned:   1. Web visualisation front end and back end system finalised. 2. Team will utilise Anaconda for Image Processing system. 3. Air sensory system readings developed and tested. | | |
| **5.** Signatures: | | |
| Name | Id Number | Signature |
| Alexander Iftene | 9657533 | AI |
| Brian Sivertsen | 9746277 | BS |
| Oliver Campbell | 9958711 | OC |
| Adrian J. Hiltunen | 9561498 | AJH |
| James Arnold | 9181016 | JA |

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| MINUTES OF MEETING | ACTIONS | |
| Responsible Person | Due Date |
| Continue working on subsystem | All | N/A |
| CAD model revisited and discussed, continue working | Alexander Iftene | 21/08/20 |
| Air sensory systems alpha stage development achieved | Adrian J. Hiltunen | N/A |
| Continue working on Image Processing system | James Arnold and Oliver Campbell | 20/08/20 |
| Continue to develop on web visualisation | Brian Sivertsen | 22/08/20 |
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| EGH455-Team #2(Week 5)MINUTES OF MEETING | | | | | |
| **Place:**  **O303** | **Author:**  Alexander Iftene | | | **Date: 20/08/2020**  **Start Time: 1300**  **End Time: 1330** | |
| **1. Subject:** Finalise CAD model design, dedicate resources to development of PMP and discuss progress on respective subsystems. | | | | **Total Pages: 2** | |
| **2.** **Agenda:**   1. Dissect parts for PMP. 2. Allocate jobs for development of PMP document. 3. Touch base with Web Visualisation and Air Quality Sensor progress. 4. Brainstorm framework for Image Processing team. | | | | | |
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| **3.** **Attendants:** | | | | | |
| **Name** | | **Initials** | **Subsystem lead** | | **Subsystem initials** |
| Alexander Iftene | | AI | Project Manager and 3D CAD Designer | | PM/3DCADD |
| Brian Sivertsen | | BS | Web Visualisation | | WV |
| Oliver Campbell | | OC | Targeting Acquisition and Image Processing | | TAIP |
| Adrian J. Hiltunen | | AJH | Air Quality and Sensors | | AQS |
| James Arnold | | JA | Targeting Acquisition and Image Processing | | TAIP |

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| **4**. Main conclusions and meetings planned:   1. CAD model finalised. 2. Google drive set up for development of PMP and allocated jobs. 3. Web Visualisation framework finalised. 4. Image Process framework finalised. 5. PMP progress check for next meeting. | | |
| **5.** Signatures: | | |
| Name | Id Number | Signature |
| Alexander Iftene | 9657533 | AI |
| Brian Sivertsen | 9746277 | BS |
| Oliver Campbell | 9958711 | OC |
| Adrian J. Hiltunen | 9561498 | AJH |
| James Arnold | 9181016 | JA |

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| MINUTES OF MEETING | ACTIONS | |
| Responsible Person | Due Date |
| Continue working on subsystem | All | N/A |
| PMP sections designated to team members | Alexander Iftene | N/A |
| Discussed Image Processing framework and method to develop training models | James Arnold and Oliver Campbell | N/A |
| Continue working on PMP and progress check | All | 27/08/20 |
| ConOps finalised | All | N/A |
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| EGH455-Team #2(Week 6)MINUTES OF MEETING | | | | | |
| **Place:**  **O303** | **Author:**  Alexander Iftene | | | **Date: 26/08/2020**  **Start Time: 1100**  **End Time: 1700** | |
| **1. Subject:** Finalise PMP document for submission. | | | | **Total Pages: 2** | |
| **2.** **Agenda:**   1. Discuss progress for PMP. 2. Work on WP for each group member. 3. Finalise ConOps and Gantt Chart. 4. Complete System Architecture. 5. Develop Preliminary Subsystem Designs for each member. | | | | | |
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| **3.** **Attendants:** | | | | | |
| **Name** | | **Initials** | **Subsystem lead** | | **Subsystem initials** |
| Alexander Iftene | | AI | Project Manager and 3D CAD Designer | | PM/3DCADD |
| Brian Sivertsen | | BS | Web Visualisation | | WV |
| Oliver Campbell | | OC | Targeting Acquisition and Image Processing | | TAIP |
| Adrian J. Hiltunen | | AJH | Air Quality and Sensors | | AQS |
| James Arnold | | JA | Targeting Acquisition and Image Processing | | TAIP |

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| **4**. Main conclusions and meetings planned:   1. PMP must be finalised before due date. 2. Team members understand what needs to be done for PMP. 3. Discussed and dissected WP for each member. 4. Added more documents to Google Drive for PMP development. 5. Progress report for each respective subsystem for next meeting. | | |
| **5.** Signatures: | | |
| Name | Id Number | Signature |
| Alexander Iftene | 9657533 | AI |
| Brian Sivertsen | 9746277 | BS |
| Oliver Campbell | 9958711 | OC |
| Adrian J. Hiltunen | 9561498 | AJH |
| James Arnold | 9181016 | JA |

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| MINUTES OF MEETING | ACTIONS | |
| Responsible Person | Due Date |
| Continue working on subsystem | All | N/A |
| PMP Gantt Chart completion | Adrian J. Hiltunen | N/A |
| PMP System Architecture completion | Brian Sivertsen | N/A |
| PMP Meeting Minutes completion | Alexander Iftene | N/A |
| PMP ConOps completion | Alexander Iftene | N/A |
| WPs finalised and imported into PMP | James Arnold and Oliver Campbell | N/A |
| Finalise rest of PMP report | All | 28/08/20 |
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