**Team Members**

Azamat Truscott

Riley Grant

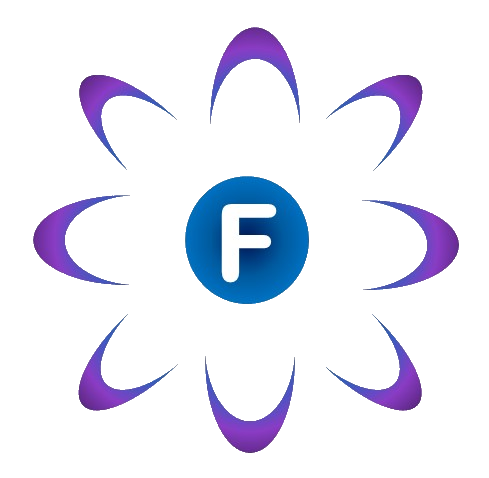
Mike Thomas

Matt Gurney

Matthew Dick

Daniel Poulson

**Meeting Minutes**



**Fusion**

1. Document Purpose

This document details the meeting minutes of (Team) Fusion’s weekly meetings.

This meeting was held in the in the following location at the following time:

|  |  |
| --- | --- |
| **Location** | **Time** |
| Wolfson Building, Room T1.38 | Every Thursday at 13:30 – 14:00 |

The meeting consisted of the following attendees:

|  |
| --- |
| **Attendees** |
| Azamat Truscott |
| Riley Grant |
| Mike Thomas |
| Matt Gurney |
| Daniel Poulson |
|  |

The meeting consisted of the following apologies:

|  |
| --- |
| **Apologies** |
| Matthew Dick |

1. Meeting Minutes

Since the previous meeting, and the Gateway 1 (GW1) meeting, all actions were achieved.

During this meeting, the team went through the Purchase Order Requisition Forms (PORF) which were in their draft state.

Each form consisted of basic electronic equipment (resistors, capacitors, a breadboard and jumper wires), along with the sensors which may potentially measure Light Pollution, Traffic Noise and Footfall.

Sensors which are required to measure Air Quality levels are yet to be added onto a relevant PORF.

The current list of items needed for an initial procurement is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | URL | Quantity | Unit Price | Line Total |
| Breadboard Prototyping Board 80 x 60 x 10mm | https://uk.rs-online.com/web/p/breadboards/1029147/ | 3 | £7.92 | £22.76 |
| SPP-200, 200mm Insulated Tinned Copper Breadboard Jumper Wire in Black | https://uk.rs-online.com/web/p/breadboard-jumper-wire/5053396/ | 3 | £0.46 | £1.38 |
| TruOhm CR25 Carbon Film Resistor Kit 1000 Pcs | https://www.rapidonline.com/truohm-cr25-carbon-film-resistor-kit-1000-pcs-13-0200 | 1 | £18.12 | £18.12 |
| Velleman K/CAP1 224-Piece Ceramic Capacitor Kit | https://www.rapidonline.com/velleman-k-cap1-224-piece-ceramic-capacitor-kit-13-0206 | 1 | £9.99 | £9.99 |
| 2.25 V Red LED 5mm Through Hole, Kingbright L-53HD | https://uk.rs-online.com/web/p/leds/2285988/ | 1 | £0.40 | £0.40 |
| Seeed Studio 101020023, Sound Sensor for Grove System | https://uk.rs-online.com/web/p/sensor-development-tools/1743255/ | 2 | £3.79 | £7.58 |
| PIR Sensor, PaPIRS, Digital, White, 12 m, 3 VDC, 6 VDC, 102°, EKMC Series | https://onecall.farnell.com/panasonic-electric-works/ekmc1603111/sensor-motion-12m-white/dp/2095731 | 2 | £10.38 | £20.76 |
| Adafruit 1980 TSL2591 High Dynamic Range Digital Light Sensor | https://www.rapidonline.com/adafruit-1980-tsl2591-high-dynamic-range-digital-light-sensor-73-5410 | 2 | £6.82 | £13.64 |

The team have discussed the possibility of purchasing electronic components (such as the resistors) from the Technician Laboratory within the Wolfson Stores – this may potentially be more cost and time effective as opposed to purchasing in bulk online. After a brief liaison with the PST during the meeting, it was found that this method of purchase was feasible.

The final point of the discussion was that it was suggested that each team member is to begin research into setting up and managing a local server. This is an activity which was currently designated to Riley Grant; however, it will be applicable to all members of Fusion during the development of their sensors.

1. Meeting Actions

The meeting ended with the following list of Actions:

|  |  |  |
| --- | --- | --- |
| **Actions** | **Owners** | **Deadline** |
| Research setting up and managing a local server. | Matthew Dick  Mike Thomas  Azamat Truscott  Daniel Poulson  Matt Gurney  Riley Grant | 12th November 2020 |
| Add relevant sensors to measure “Air Quality” onto Team F’s PORF’s | Matthew Dick  Matt Gurney | 6th November 2020 |
| Raise an initial procurement of components | Azamat Truscott | 6th November 2020 |

***End of Document***