**Team Members**

Azamat Truscott

Riley Grant

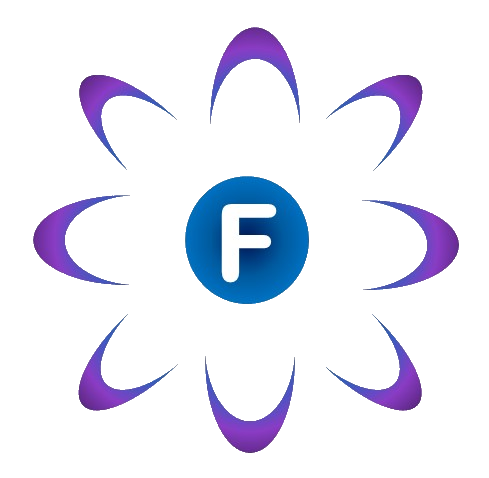
Mike Thomas

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 |
| Matthew Dick |
| Daniel Poulson |

The meeting consisted of the following apologies:

|  |
| --- |
| **Apologies** |
| None |

1. Meeting Minutes

The Actions from the previous meeting’s minutes were mostly achieved:

* A Gantt Chart was created using the JIRA Software. The link for it is: <https://teamfusion-lboro.atlassian.net/jira/software/projects/SN/boards/1/roadmap>
* A Systems Architecture is currently underway.
* The plan to research the sensor types was discussed in greater detail within this meeting. It will be an action after the meeting’s conclusion.

This meeting was focused on the distribution of each sensor type to team members.

It was discussed that the members from team Fusion are allocated the following sensor types:

* Footfall - Mike Thomas and Azamat Truscott
* Air Quality - Matt Gurney and Daniel Poulson
* Light Pollution – Azamat Truscott and Matthew Dick
* Traffic Noise - Matthew Dick and Daniel Poulson

These allocations are in their initial phase, and members may change the sensor types they’re working on as the project progresses.

With their sensor type allocations, team members are to research industrial/ modern-day uses of the same, or similar sensors ahead of the Gateway 1 Meeting (30th October 2020).

Further to this research, team members are to research ways in which the given hardware can be programmed and integrated together in order to achieve the goal of measuring the 4 stated variables.

Riley Grant was allocated a tasking to research ways in which a (central) Data Hub can be set up, and how intercommunications can be achieved between the sensors and the Hub.

Azamat Truscott and Riley Grant have taken the following components from team Fusion’s locker to aid their research:

* Raspberry Pi3 PREMIUM KIT - Grant
* Raspberry Pi4 KIT - Grant
* Raspberry Pi Camera Module V2 (Qty x2) - Grant
* Raspberry Pi Model B+ - Grant
* Raspberry Pi4 Model B - Grant
* Raspberry Pi Official USB-C Power Supply – Grant
* Viglen Optical Mouse – Grant
* HP Keyboard – Grant
* Logitech USB Camera - Truscott
* National Instruments MyRIO – Truscott

Each team member was reminded to complete their SWOT analysis, and the team Fusion’s Plan-On-A-Page by the Gateway 1 meeting (30th October 2020).

Final points of discussion included the proposal to consider maintenance and integration strategies of each sensor before their setup. Said maintenance strategies included:

* The removal and change of memory cards (if portable means of data storage were required)
* Removal and change of batteries (if required)
* The integration of a sensor with an external power supply – with an example of a particular sensor being powered by the Geography Monitoring Station power supplies, once setup in that location.

1. Meeting Actions

The meeting ended with the following list of Actions:

|  |  |  |
| --- | --- | --- |
| **Actions** | **Owners** | **Deadline** |
| Research industrial uses of sensor-types to those mentioned in Section 2. | Matthew Dick  Mike Thomas  Azamat Truscott  Daniel Poulson  Matt Gurney | 29th October 2020 (Next Meeting) |
| Research of hardware communication and to achieve desired functionality of Fusion’s proposed sensor types. |
| Research of the intercommunication of sensor components and a Central Data Hub. | Riley Grant | 30th October 2020 (Gateway 1) |
| Completion of System Architecture. | Matt Gurney  Matthew Dick  Azamat Truscott | 29th October 2020 (Next Meeting) |
| Completion of SWOT Analysis | Matthew Dick  Mike Thomas  Riley Grant  Azamat Truscott  Daniel Poulson  Matt Gurney | 30th October 2020 (Gateway 1) |
| Completion of Fusion’s Plan-On-A-Page |

***End of Document***