**Team Members**

Azamat Truscott

Riley Grant

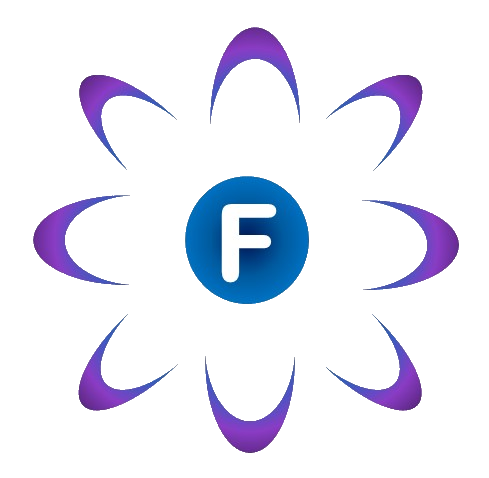
Mike Thomas

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

Most of the Actions from the previous meeting’s minutes were achieved, the remainder of the Actions not achieved were:

* Research of the Intercommunication between each Sensor and Data Hub
* Research of Hardware communication to achieve Network’s desired functionality

Throughout this meeting, the team discussed role allocations for the Gateway 1 (GW1) presentation. It was decided that the team would split themselves accordingly:

|  |  |
| --- | --- |
| Lab Demonstration | Virtual Dial-In |
| Riley Grant | Daniel Poulson |
| Azamat Truscott | Mike Thomas |
| Matthew Dick | Matt Gurney |

3 team-members, as listed above, would do a “base-kit” (referring to the kit provided by the PST) demonstration from the David Davies (Part C) Project Room/ Laboratory; and the other 3 team-members would virtually dial into the meeting and go through their designated presentation slides (stated later within this document).

The base-kit demonstration was to consist of demonstrating the functionality of the following components:

* National Instruments (NI) MyRIO microcontroller
* Raspberry Pi 4 microcontroller (with the Raspberry Pi Camera Module)
* Arduino Uno microcontroller

The above components were shortlisted due to their likelihood in being used as the baseline microcontrollers within the Fusion Sensor Network. The other microcontrollers that were issued by the PST would most likely not be featured within the Fusion Sensor Network.

It was discussed that the demonstration is to go before the PowerPoint presentation for time-saving purposes. There is a high probability that more questions would naturally occur from the presentation as opposed to the demonstration, hence the latter half of the GW1 meeting should accommodate the presenting and Q&A elements.

Finally, the team discussed that the content of the presentation should consist of the following:

* An overview of Fusion’s scenario
* Fusion Sensor Network’s Systems Architecture
* An overview of Budget, and a list of uncertainties which need addressing before allocating Fusion’s budget on elements of the network
* Information on Testing Arrangements - such that at the current stage, testing should map to and comply with the System Requirements
* Information on Fusion’s ongoing plan and the adopted Systems Engineering Agile Project Management Framework
* Information on how Fusion’s base-kit maps to the scenario, and what further hardware does the team require to achieve the desired functionality of the network
* A slide detailing “knowledge-gaps” of how Fusion’s network can be implemented
* A research slide for each measured variable – Footfall, Air Quality, Traffic Noise and Light Pollution – the research should consist of currently adopted (industrial) solutions, and methods in how Fusion can measure each variable
* A slide which outlines the “next steps” in what the team is to do post-GW1 in order to progress the project.

Each team member’s designated slides are as follow:

|  |  |
| --- | --- |
| PowerPoint Slide | Team Member Designation |
| Introduction (Title Slide) | Azamat Truscott |
| Scenario | Matt Gurney |
| Systems Architecture | Riley Grant/ Azamat Truscott |
| Budget | Matthew Dick |
| Testing and Ongoing Plan | Azamat Truscott/ Mike Thomas |
| Base Kit to Scenario Mapping | Daniel Poulson/ Riley Grant |
| Gaps in Knowledge | Mike Thomas/ Daniel Poulson |
| Footfall | Mike Thomas/ Azamat Truscott |
| Air Quality | Matt Gurney/ Matthew Dick |
| Traffic Noise | Matthew Dick |
| Light Pollution | Azamat Truscott/ Daniel Poulson |
| Next Steps | Riley Grant/ Matt Gurney |

Each team member has agreed that formal actions for next week’s meeting (occurring on the 5th November 2020) will not be issued after this meeting due to any potential feedback resulting from the PST within the GW1 meeting conflicting with them.

The current actions declared are in preparation for GW1.

1. Meeting Actions

The meeting ended with the following list of Actions:

|  |  |  |
| --- | --- | --- |
| **Actions** | **Owners** | **Deadline** |
| Completion of the GW1 PowerPoint | Matthew Dick  Mike Thomas  Azamat Truscott  Daniel Poulson  Matt Gurney  Riley Grant | 30th October 2020 |
| Preparation of base-kit demonstrations | Riley Grant  Matthew Dick  Azamat Truscott |

***End of Document***