**Project Team: Team 6**

**MXB328 Weekly Project and Meeting Notes**

**Project Team:** Annabel Mclean (AM), Laura Davis-Poynter (LD), Olivia Ryan-McInally (OR),

Zander Hook (ZH)

**Client Team:** James Dowdeswell (JD), Steve Psaltis (SP), Ian Turner (IT), Richard Sargeant (RS)

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| **Week 5**  **Weekly Log:** Attended the workshop on Tuesday where we continued to work on the discretisation of the model and set up the rainfall model. This also prompted ideas of what would be the best way to model the rainfall for the period of one year. In this workshop we had a chance to consult with Ian and talk through where we were at, what we were working, if we had any questions to ask him as well as some feedback from the previous team log and allocation of tasks for the future. This was helpful and after this workshop we felt that we were at a good point in the task. | | | | |
| **Workshop Attendees:** | **Consultation Attendees:** | | **Friday Team Meeting Attendees:** | |
| AM, LD, OR, ZH | Guest lecture with JD | | AM, LD, OR, ZH | |
| **Task Allocation** | | | | |
| **Item** | | **Comments** | | **Action By / Due** |
| Guest lecture with JD | | To watch recording of this lecture | | All / End of Week 6 |
| Model rainfall effectively | | Comparison of various rainfall model methods:   * Constant * Cosine * More accurate method | | OR / End of Week 6 |
| Complete discretisation | | Finalised working for this | | LD / End of Week 6 |
| Implement this discretisation into MATLAB | | Will plan to make a start on this once discretisation is checked | | LD ZH / End of Week 7 |
| Finalise working for analytical solution (Laplace) | | LD and OR already did most of this working roughly, needs to be checked and finalised | | OR LD / End of Week 5 |
| Implement analytical solution into MATLAB | | Complete for interim submission | | LD / End of Week 7 |
| Setup Project and start using this effectively | | Need to review PWP and presentation done by RS | | OR AM / End of Week 7 |
| **Individual Work Log** | | | | |
| **AM Individual Work Log:** Hours worked on project this week = 12 | | | | |
| * Attended workshop * Attended consultation * Attended team meeting (Friday 10 am) * Meeting with IT | | | | |
| **LD Individual Work Log:** Hours worked on project this week = 12 | | | | |
| * Attended workshop * Attended consultation * Attended team meeting (Friday 10 am) * Meeting with IT | | | | |
| **OR Individual Work Log:** Hours worked on project this week = 12 | | | | |
| * Attended workshop * Attended consultation * Attended team meeting (Friday 10 am) * Meeting with IT | | | | |
| **ZH Individual Work Log:** Hours worked on project this week = 12 | | | | |
| * Attended workshop * Attended consultation * Attended team meeting (Friday 10 am) * Meeting with IT | | | | |

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| **Week 6**  **Weekly Log:** This week RS was present in the workshop to provide feedback and discuss certain aspects of the WIL project management deliverables. The workshop and consultation time was also used to finalise task allocations and confirm that all members were up to date with knowing how to correctly complete all components of their sections. Since all members had a lot of individual work to do with report writing etc. it was decided that instead of coming into university to meet we would all work on our individual sections from home. This proved to be a very valuable use of time. | | | | | |
| **Workshop Attendees:** | **Consultation Attendees:** | | | **Friday Team Meeting Attendees:** | |
| AM, LD, OR, ZH | AM, LD, OR, ZH | | | All members decided to work from home | |
| **Recap (Week 5 Tasks)** | | | | | |
| **Item** | | | **Progress** | | |
| Watch guest lecture with JD | | | All members finished watching the lecture | | |
| Preliminary rainfall model | | | Cosine and piecewise sine and cosine function were used to model, this will need to be further advanced | | |
| Complete discretisation | | | Discretisation completed and checked with IT | | |
| Implement this discretisation into MATLAB | | | Plan done by ZH | | |
| Finalise working for analytical solution | | | Not completed yet | | |
| Implement analytical solution into MATLAB | | | Not started | | |
| Setup Project and start using this effectively | | | Effectively started by AM and OR | | |
| **Task Allocation** | | | | | |
| **Item** | | **Comments** | | | **Action By / Due** |
| Implement the discretisation into MATLAB | | Work will continue to be made on this task for interim submission | | | LD ZH / End of Week 8 |
| Finalise working for analytical solution | | Continue to work on this for submission | | | OR LD / End of Week 7 |
| Implement analytical solution into MATLAB | | Not yet started as analytic solution hasn’t been finalised | | | ZH LD / End of Week 8 |
| Finalise Project management | | Continue to work on this | | | OR AM / End of Week 7 |
| Complete interim report | | All members are continuing to work on their sections as allocated in MS project | | | ALL / End of Week 7 |
| Complete project management plan | | All members are continuing to work on their sections as allocated in MS project | | | All / End of Week 7 |
| **Individual Work Log** | | | | | |
| **AM Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation | | | | | |
| **LD Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation | | | | | |
| **OR Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation * Worked from home on Friday on allocated sections | | | | | |
| **ZH Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation | | | | | |

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| **Week 7**  **Weekly Log:** This week was a very busy week as we all still had work to finalise for the interim submission including work to be done on the project management plan. All members attended the workshop and the consultation as well as the team meeting on Friday. This week we also planned to have a meeting with IT on the Friday to confirm some details for the submission. | | | | | |
| **Workshop Attendees:** | **Consultation Attendees:** | | | **Friday Team Meeting Attendees:** | |
| AM, LD, OR, ZH | AM, LD, OR, ZH | | | AM, LD, OR, ZH | |
| **Recap (Week 6 Tasks)** | | | | | |
| **Item** | | | **Progress** | | |
| Implement the discretisation into MATLAB | | | Preliminary start made, will focus on this next week | | |
| Finalise working for analytical solution | | | Will continue working on this over this week for submission | | |
| Implement analytical solution into MATLAB | | | Will continue working on this over this week for submission | | |
| Finalise MS Project document | | | Will continue working on this over this week for submission | | |
| Complete interim report | | | Will continue working on this over this week for submission | | |
| Complete project management plan | | | Will continue working on this over this week for submission | | |
| **Task Allocation** | | | | | |
| **Item** | | **Comments** | | | **Action By / Due** |
| Implement the discretisation into MATLAB | | Continuing to work on this, plan to finish this by the end of week 8 | | | ZH LD / End of Week 8 |
| Finalise working for analytical solution | | Completed by OR and LD for interim report submission | | | LD OR / End of Week 7 |
| Implement analytical solution into MATLAB | | Completed by LD Saturday night with AM and OR, analysis and relevant plots were completed by LD for the interim report submission deadline | | | LD OR / End of Week 7 |
| Finalise MS Project document | | Finalised by OR and AM for PMP submission | | | AM OR / End of Week 7 |
| Complete interim report | | Completed by all members ready for submission | | | ALL / End of Week 7 |
| Complete project management plan | | Completed by AM and OR ready for submission | | | OR AM / End of Week 7 |
| **Individual Work Log** | | | | | |
| **AM Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation * Call over zoom to work through analytic solution (3 hours) * Attended team meeting (Friday 10 am) | | | | | |
| **LD Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation * Call over zoom to work through analytic solution (3 hours) * Attended team meeting (Friday 10 am) * Meeting with IT | | | | | |
| **OR Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation * Call over zoom to work through analytic solution (3 hours) * Attended team meeting (Friday 10 am) * Meeting with IT | | | | | |
| **ZH Individual Work Log:** Hours worked on project this week = 12 | | | | | |
| * Attended workshop * Attended consultation * Attended team meeting (Friday 10 am) * Meeting with IT | | | | | |

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| **Week 8**  **Weekly Log:** This week we had the maths careers night after the consultation which was a great opportunity to hear from graduates as well as industry partners and current staff. The workshop time and consultation time was helpful in developing a plan for implementing the model into MATLAB as this is the main goal for progressing through the project. We also had an educational lecture from SP on how to use GitHub. | | | | | |
| **Workshop Attendees:** | **Consultation Attendees:** | | | **Friday Team Meeting Attendees:** | |
| AM, LD, OR, ZH | AM, LD, OR, ZH | | | AM ZH LD  Absent: OR due to intern interview | |
| **Recap (Week 7 Tasks)** | | | | | |
| **Item** | | | **Progress** | | |
| Implement the discretisation into MATLAB | | | Continuing to work on this, plan to finish this by the end of this week | | |
| Finalise working for analytical solution | | | Completed | | |
| Implement analytical solution into MATLAB | | | Completed | | |
| Finalise MS Project document | | | Completed, will continue to update this document | | |
| Complete interim report | | | Completed | | |
| Complete project management plan | | | Completed | | |
| **Task Allocation** | | | | | |
| **Item** | | **Comments** | | | **Action By / Due** |
| Implement the discretisation into MATLAB | | Significant progress has been made this solution will continue to be developed this week | | | LD ZH / End of Week 8 |
| Improve accuracy of rainfall model | | Implement Fourier series to better model the rainfall data | | | OR / End of mid sem break |
| Model the bucket problem | | Vital to validate current solution | | | ALL / End of Week 9 |
| Continue to update MS Project file | | To stay on top of deadline and task progress | | | OR AM / Ongoing |
| Finish team log 2 for submission | | Finalise main points and send to group for proof reading | | | OR / End of Week 8 |
| All members to watch lectures on Chapter 2 from IT | | It is important to stay up to date with the content being provided by IT | | | ALL / End of mid sem |
| **Individual Work Log** | | | | | |
| **AM Individual Work Log:** Hours worked on project this week = 8 | | | | | |
| * Attended workshop * Attended consultation * Stayed late after consultation to join the maths career night over zoom and work on implementing solution into MATLAB * Attended team meeting (Friday 9 am) | | | | | |
| **LD Individual Work Log:** Hours worked on project this week = 8 | | | | | |
| * Attended workshop * Attended consultation * Stayed late after consultation to join the maths career night over zoom and work on implementing solution into MATLAB * Attended team meeting (Friday 9 am) | | | | | |
| **OR Individual Work Log:** Hours worked on project this week = 8 | | | | | |
| * Attended workshop * Attended consultation * Stayed late after consultation to join the maths career night over zoom and work on implementing solution into MATLAB | | | | | |
| **ZH Individual Work Log:** Hours worked on project this week = 8 | | | | | |
| * Attended workshop * Attended consultation * Stayed late after consultation to work on implementing solution into MATLAB * Attended team meeting (Friday) | | | | | |