**Balloon X Cumbria Project**

**MINUTES OF 1 JUNE 2020 & AGENDA FOR 8 JUNE 2020**

**MEETING NO. 1 : MINUTES**

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| **Date & time of meeting** | | 1 June 2020 | **Actions** |
| **Attendees** (delete as appropriate) | | Jonathan Moore  Joe Moore  Jack Scott  Natasha Stannett  Poppy Watson  Penny Watson |  |
| **Minutes** | |  |  |
| **1** | **Chairperson**  **Minute Taker** | Jonathan |  |
| **2** | **Approval of minutes from the last meeting** | N/A |  |
| **3.** | **Project Agenda Items:**   1. Jonathan introduced the project. A summary document would be circulated later; 2. Jonathan explained what Crest Gold was and how it would be achieved with a combination of a project report and a personal profile. It is externally assessed by the assessor reviewing the work and with a 15 minute interview of each candidate. Details of Crest Gold has been circulated. **Rachel would take an action** to register the project; 3. Jonathan and Penny explained how the project would progress with social distancing initial and then (hopefully) with workshops; 4. Penny explained about the blog and **Poppy and the team took an action** to introduce and register for the blog; 5. Jonathan outlined the likely 12 week timetable for the project. It is hoped to launch before the start of next school term; 6. Jonathan asked the team to consider outreach opportunities and report back; 7. The following assignments were allocated and **the team took an action** to provide written work (e.g. half a page) on the blog on the following topics by the next meeting: | | Jonathan  Rachel  Poppy  ALL |
| **5.** | **Next meeting:** | Monday 8 June 6pm Zoom | |

**MEETING NO. 2 : AGENDA**

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| **Date & time of next meeting** | | 6pm 8 June 2020 |
| **Agenda** | |  |
| **1** | **Chairperson**  **Minute Taker** | Poppy Watson  tbc |
| **2** | **Approval of minutes from the last meeting** | Confirm all have read as accurate  Go through & report back on actions  Approve |
| **3.** | **Project Agenda Items:**   1. Guided tour of the blog site – Penny/Poppy; 2. Team members to report on their initial research assignments – all team members (just a summary); 3. Crest Gold update – Rachel; 4. Detailed overview of project – Jonathan 5. Proposal for a quick outside “socially distanced” get together at Beech Hill to introduce the payload, antenna, electronics etc – Jonathan and all; 6. “Learning to solder” kit – Jonathan; 7. Data protection – Jonathan; 8. Community and school liaison – Penny; 9. Assignment of initial roles (which may be rotated, shared etc):    1. Flight operations directors - FOD;    2. CAA/ATC - FAO;    3. Programming - GNC;    4. Electronics build and test and onboard images - EECOM;    5. Balloon / parachute size and fill – FIDO;    6. Radio and tracking - TELMU;    7. Recovery team - PDRS;    8. External images and video - PENNY;    9. Community and school liaison - PAO;    10. Launch day reporting - PAO; 10. Further research assignments:     1. How do you send a digital signal over an analogue transmitter;     2. What is a “radar reflector” and how does it work, Why do we need one;     3. Do we need to “heat” the payload internally?     4. Checklists checklists checklists;     5. How is a balloon rigged – payload, parachute, balloon; 11. How do we know when we have filled the balloon with enough helium; | |
| **4.** | **Any other business** |  |
| **5.** | **Next meeting:**   1. **Date & time** 2. **Agenda items** 3. **Chairperson** 4. **Minute taker** |  |