**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:

 | JonathanRachelPoppyALL |
| **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 Watsontbc |
| **2** | **Approval of minutes from the last meeting** | Confirm all have read as accurateGo through & report back on actionsApprove |
| **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**
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