**Balloon X Cumbria Project**

**MINUTES & AGENDA**

**MEETING NO. 1 : MINUTES**

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| --- | --- | --- | --- |
| **Date & time of meeting** | | 22.06.20 | **Actions**  **(initials)** |
| **Attendees** (delete as appropriate) | | Jonathan Moore (JFM)  Joe Moore (JM)  Jack Scott (JS)  Natasha Stannett (NS)  Poppy Watson (PW)  Penny Watson (PMW) |  |
| **Minutes** | |  |  |
| **1** | **Chairperson**  **Minute Taker** | Natasha Stannett  Poppy Watson |  |
| **2** | **Approval of minutes from the last meeting** | Approved |  |
| **3.** | **Project Agenda Items:**   1. **Paddle Update:** 2. Further correspondence required with Paddle School, check whether Jonathan’s email was received by Dawn Watson. Natasha to suggest a presentation next week sometime in which we can show a short video followed by a live Q&A 3. Look at suggested points, record video to send to Paddle. To take place at the Group Meet Up on Wednesday 24 June. Penny to compile video for next week. 4. **Practical 4:**   Jack and Tasha to complete practical 4 on making a ground plane antenna. Look on blog for instructions.   1. **Meetup 2:**   To be held on Wednesday 24th June at 2pm (bring pair of old socks)   1. **Payload development update:**   Joe described how to structure both the cameras depending on the specific centre of mass so we have a balanced payload. And, how we now have label in case it gets lost or thought to be harmful as well as LEDs to make visible.   1. **Programming:**   Joe and Poppy have Zoom meeting or meetup to start discussing programming elements of balloon.   1. **Gantt**   Jonathan to look at Gantt and send out to everyone.   1. **Twitter**   Everybody follow and/or join Twitter and, if possible, try and post 1 or 2 posts on in order to keep active. Password details has been posted on Whatsapp   1. **Time Logs**   Keep up to date with time logs.   1. **Research:** 2. Balloon and parachute size 3. Helium volume and vendor 4. Plot latitude, long, and altitude on Google maps 5. Community outreach project | | NS  ALL  JS & NS  ALL  SMALL JFM & PW  BIG JFM  ALL  ALL  JS  PW  JM  NS |
| **4.** | **Any other business** | None |  |
| **5.** | **Next meeting:**   1. **Date & time** 2. **Agenda items** 3. **Chairperson** 4. **Minute taker** | 29.06.20  Joe Moore  Jack Scott |  |

**MEETING NO. 2 : AGENDA**

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| **Date & time of next meeting** | |  |
| **Agenda** | |  |
| **1** | **Chairperson**  **Minute Taker** |  |
| **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. **X** 2. **Y** 3. **z** |  |
| **4.** | **Any other business** |  |
| **5.** | **Next meeting:**   1. **Date & time** 2. **Agenda items** 3. **Chairperson** 4. **Minute taker** |  |