**Balloon X Cumbria Project**

**MINUTES & AGENDA**

**MEETING NO. 1 : MINUTES**

|  |  |  |
| --- | --- | --- |
| **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 StannettPoppy 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 Whatsapp1. **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
 | NSALLJS & NSALLSMALL JFM & PWBIG JFMALLALLJSPWJMNS |
| **4.** | **Any other business** | None |  |
| **5.** | **Next meeting:**1. **Date & time**
2. **Agenda items**
3. **Chairperson**
4. **Minute taker**
 | 29.06.20Joe MooreJack 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 accurateGo through & report back on actionsApprove |
| **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**
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