**Balloon X Cumbria Project**

**MINUTES & AGENDA**

**MEETING NO. 6 : MINUTES**

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| **Date & time of meeting** | | 8th July 2020  6pm | **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** | Poppy Watson  Natasha Stannett |  |
| **2** | **Approval of minutes from the last meeting** | Approved |  |
| **3.** | **Project Agenda Items:**   1. **Community outreach update:**   Tasha has emailed the head teacher of paddle confirming the collection of the competition entries. This is at 3pm on Friday the 10th. The students of paddle primary are showing great interest in the competition and are enjoying the task.   1. **Penny on john Dalton fund:**   Penny discussed the possibility of creating a web platform for the john Dalton fund and the members of the group will take action in having a zoom meeting without Jonathan or penny’s supervision to discuss how we will fund and where we will fund from. Also, on the web platform we will discuss what we are going to be mentioning. For example, who we are, what is the john Dalton fund and what we want to achieve. This could be suggesting other science related projects or trying to engage with the community more.   1. **BMFA**   Jonathan informed us on the insurance part of the project. This told us that if we were to cause an accident on the motor way because of the balloon landing there or if it crashed into a plane, we discussed how we would get insurance for that.   1. **NOTAM**   Poppy submitted NOTAM but is yet to hear back from them. She will take action in looking at a site her and Jonathan previously mentioned.   1. **Camera installations**   Joe took action into making a jig which holds the gimble camera into the box so that it can still turn. Joe will take action **into making a post about it.**  Joe also mentioned about the 3D printer which is making the filler for the balloon so that we can fill the balloon with helium. A video if this being printed will be shared.   1. **Research/ homework:** 2. Tash will collect the entries on the 10th from paddle school and will take it back to the group to select a winner. We will also discuss what the prize will be. E.g. a t-shirt with the badge on. 3. joe and poppy will meet to continue further programming practical tasks. 4. Jack will discuss with Jonathan how the tracker. habhub will work. 5. joe will make a list of hashtags for the twitter account. 6. **Next meet up:**   2pm on Friday the 10th | | NS  PMW  JFM  PW  JM  NS  JM/PW  JS  JM  ALL |
| **4.** | **Any other business** |  |  |
| **5.** | **Next meeting:**   1. **Date & time** 2. **Agenda items** 3. **Chairperson** 4. **Minute taker** | 6PM 13.07.20 to follow |  |

**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** |  |