**Balloon X Cumbria Project**

**MINUTES & AGENDA**

**MEETING NO. 7: MINUTES**

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| **Date & time of meeting** | | 14th 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** | Jack Scott  Joe Moore |  |
| **2** | **Approval of minutes from the last meeting** | Approved |  |
| **3.** | **Project Agenda Items:**   1. **Updates from the team:**   Programming has started for the final electronics board. The SMS, GPS and radiation modules have been soldered and tested.   1. **Penny on john Dalton fund:**   The webpage has started, and we are in the process of completing the page – it is a skeleton of the site for now but will be improved soon. A new JD Fund meeting will commence soon to outline the criteria for funding.   1. **BMFA**   The insurance for the balloon has come through, and we are secure for 25 million pounds.   1. **NOTAM**   The NOTAM has not had a response yet, but will be followed up with an action by Poppy.   1. **Report Format**   Start thinking about writing our report. There is a chance that in the launch window, the weather could be unpredictable, and so the window may have to be pushed back. This could cause issues for attendance.   1. **Mission badge finalisation:**   Natasha will make arrangements to collect the year 5 entries, and meet to judge them.   1. **Availability:**   Availability has been received, and the launch window is able to be calculated roughly.   1. **Electronics and Programming:**   The final board is in process of being created.   1. **Tweets:**   Keep an eye on the twitter account, remember to keep the tweets up.   1. **Actions/Research:** 2. Social Media Plan – action: meeting with the members only to discuss the plan of what to say.   b. Watching a balloon – Watching other balloons, gives us an idea of how it will be for us on the day.  c. Start getting flight predictions once per day – Jack action  d. Produce launch predication criteria – we need to have a document that states that if our balloon says its landing in somewhere where we cannot recover it – we are on a NO GO basis.  Action – meeting to make a list of no go launch criteria. | | JFM JM  PMW  PW  ALL  JS  JM JFM  ALL  ALL  ALL  JS  ALL |
| **4.** | **Any other business** | Meeting this week irl, Friday 2pm  Natasha emphasis on the year 5 entries | ALL  NS |
| **5.** | **Next meeting:**   1. **Date & time** 2. **Agenda items** 3. **Chairperson** 4. **Minute taker** | 6PM 14.07.20 to follow  Natasha Stannett Poppy Watson | ALL |