**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 ScottJoe 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 actiond. 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 JMPMWPWALLJSJM JFMALLALLALLJSALL |
| **4.** | **Any other business** | Meeting this week irl, Friday 2pmNatasha emphasis on the year 5 entries | ALLNS |
| **5.** | **Next meeting:**1. **Date & time**
2. **Agenda items**
3. **Chairperson**
4. **Minute taker**
 | 6PM 14.07.20 to follow Natasha StannettPoppy Watson  | ALL |