Previous meeting minutes: Semester 2, Week 12

- Details of meeting: 1pm, 24/10/24, Zoom
- Minutes prepared by: Matthew Fowler
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Berryman
- Apologies: Derek Abbot,

Summary

Upcoming milestones

Milestone	Due date	Countdown
Ingenuity	2024/10/29	.5 week

Assigned and completed actions

Action	Due date	Assigned to	Status
Reach out to Dorothy M. re: Draft	18/10/24	Matt	Completed
Finalise Testing and Produce Graphs	21/10/24	Matt	Completed
Finalise Report	21/10/24	All	Completed
Communicate with Derek re: Draft	18/10/24	Matt	Completed
Get Devices for Ingenuity Test and Tagged	25/10/24	Matt	Ongoing
Participate in Marketing video for Talk For Me project	25/10/24	All	Ongoing
Keefe to sort Testing for on device version of application and communicate with Matt B.	29/10/24	Keefe	Ongoing
Present at Ingenuity	30/10/24	All	Ongoing

Budget status

Budget	Status	Total ($)
Total		**+750**

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Meeting minutes

1. **Review minutes from previous meeting**
    a. *Minutes Confirmed*
2. **Discuss upcoming milestones and consult weekly plan from handbook**
    a. *Ingenuity*
        i. *Matt F. to get devices tested on Friday.*
        ii. *Keefe discussed with Matt B. regarding getting a version of the app available and ready on a phone. Matt B. to follow up with instructions on how to do so in the next 24hrs.*
        iii. *Matt F. to print off any diagrams to pin on the backboard prior to Tuesday.*
3. **Status updates for each student**
    a. All Students Finalised and Submitted the Final Report.
    b. Matt F. has made fixes re: default sorting of iphone app to reduce number of crashes.
    c. Keefe has implemented settings to change API key being used in the case of a reset being required.
    d. Keefe has hardcoded a couple of options so that we can present close by locations on the day.
4. **HSW update**
    a. *Nothing to report*
5. **Project risk register update**
    a. Matt F. has submitted Risk Evaluation for Ingenuity.
6. **Budget update; requests for further expenditure**
    a. Nil
7. **Any further business**
    a. *Matt B. informed the group to not show code at Ingenuity, and instead focus on purely showing off the app. The group acknowledged this as there shouldn't be any issues with completing this.*
    b. *Group are still to make a couple of changes to the application regarding layout and functionality prior to Tuesday.*
8. **Review actions and tasks for upcoming week**
    b. See summary table on previous page.