Previous meeting minutes: Semester 2, Week 11

- Details of meeting: 1pm, 17/10/24, Zoom
- Minutes prepared by: Matthew Fowler
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Addy Dhingra,
- Apologies: Derek Abbot, Matthew Berryman

Summary

Upcoming milestones

Milestone	Due date	Countdown
Final Report	2024/10/21	.5 week
Ingenuity	2024/10/29	1.5 week

Assigned and completed actions

Action	Due date	Assigned to	Status
Finalise Testing and Produce Graphs	21/10/24	Matt	Ongoing
Finalise Report	21/10/24	All	Ongoing
Communicate with Derek re: Draft	21/10/24	Matt	Ongoing
Reach out to Dorothy M. re: Draft	18/10/24	Matt	Ongoing
Get Devices for Ingenuity Test and Tagged	25/10/24	Matt	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. *Final report*
        i.   *Group to have content for report finalised by the 20th to spend the final day doing formatting/drafting.*
        ii. *Matt F. is still yet to hear from Derek re: Draft for Final report. Will reach out to Dorothy Missingham for any assistance.*
        iii. *Matt is still on track to finish performance testing but waiting on the testing (takes a couple hours)*
        iv. *Matt F. and Keefe have completed merging of the separate GitHub branches together, so that a full product can be shown in the Final Report.*
3. **Status updates for each student**
    a. *All Students – Worked on their sections for the Final report. Content is coming along.*
    b. *Matt F – Finalised half of the tests, with the tests only having to run remaining.*
4. **HSW update**
    a. *Nothing to report*
5. **Project risk register update**
    a. Matt F to submit risk evaluation for Ingenuity relating to using the monitor arm on the day (as Ingenuity organisers suggested this could place a risk).
6. **Budget update; requests for further expenditure**
    a. Nil
7. **Any further business**
    a. *No significant coding business discussed. Meeting remained focused on the Final Report, and finalising all writing that remained.*
8. **Review actions and tasks for upcoming week**
    b. See summary table on previous page.

Attachments

1. Status updates from each student