Previous meeting minutes: meeting agenda semester 2, Week 8 26/09/24

- Details of meeting: 1pm, 03 October 2024, Zoom
- Minutes prepared by: Keefe Zebastian Dela Cruz
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Addy Dhingra,
- Apologies: Matthew Berryman, Derek Abbott

Summary

Upcoming milestones

Milestone	Due date	Countdown
Final Report Draft	2024/10/07	4 days
Ingenuity video	2024/10/06	3 days

Assigned and completed actions

Action	Due date	Assigned to	Status
Finalize testing	11/10/24	Matt	Ongoing
Complete/Submit Final Report Draft	7/10/24	All	Ongoing
Complete/Submit Ingenuity Video	6/10/24	All	Ongoing
Fix bugs of parts before video	4/10/24	All	Completed
Video script	3/10/24	Keefe	Completed
Video part intro	4/10/24	Addy	New
Video part body	4/10/24	Keefe	New
Video part conclusion	4/10/24	Matt	New
Fix the current implementation of the app (branch: LOCATIONMENU-WITHDB)	11/10/24	Keefe	New
Get Items (Computer, Power cord, Monitor, iPhone charger) Tagged for Ingenuity	24/10/24	Matt	New

Budget status

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

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Meeting minutes

1. **Review minutes from previous meeting**
   a. *Minutes have been confirmed and the updates were made.*
2. **Discuss upcoming milestones and consult weekly plan from handbook**
   a. *Nothing to report*
3. **Status updates for each student**
   a. *Matthew*
      i. *Raised questions regarding what part of the video he is in and if he can change the script.*
      ii. *Beginning to put content for final report draft.*
   b. *Keefe*
      i. *Showed completed script and designated parts to group members.*
      ii. *Beginning to put content for final report draft.*
   c. *Addy*
      i. *UI structure has been finalized and prepared for vide.*
      ii. *Beginning to put content for final report draft.*
   d. *See also Attached for pre-meetings updates*
4. **HSW update**
   a. *Nothing to report*
5. **Project risk register update**
   a. *Nothing to report*
6. **Budget update; requests for further expenditure**
   a. *Nothing to report*
7. **Any further business**
   a. *Before the poster next week all the different parts have to be merged. Hence, someone has to* Fix the current implementation of the app (branch: LOCATIONMENU-WITHDB).
   b. *A risk assessment the stuff brought to the ingenuity will also need to be done.*
8. **Any further business**
   a. *Action items and tasks for the upcoming week were reviewed and assigned accordingly.*

Attachments

A. Student Updates

Student	Updates
Matt F.	- Fixed DB bugs before video - Still working on final report draft, done the structure, just need to add content.
Keefe	- Completed the script and implement api calling for restaurants. - Still working on final report draft, done the structure, just need to add content.
Addy	- Completed UI and fixed bugs before vide - Still working on final report draft, done the structure, just need to add content.