Previous meeting minutes: meeting agenda semester 2, Week 9 03/10/24

- 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
Ingenuity Poster	2024/10/13	3 days
Final Report	2024/10/21	1.5 weeks

Assigned and completed actions

Action	Due date	Assigned to	Status
Finalize testing	11/10/24	Matt	Completed
Complete/Submit Final Report	21/10/24	All	Ongoing
Complete/Submit Ingenuity Poster	13/10/24	All	Ongoing
Complete and Submit Risk Assessment	15/10/24	Matt	Completed
Fix the current implementation of the app (branch: LOCATIONMENU-WITHDB)	11/10/24	Keefe	Completed
Get Items (Computer, Power cord, Monitor, iPhone charger) Tagged for Ingenuity	24/10/24	Matt	Ongoing
Add category logos	11/10/24	Keefe	New
Separate categories	11/10/24	Keefe	New
Sorting bug fix	11/10/24	Matt	New
Add UI parts and Outcome for poster	11/10/24	Addy	New
Add LLMs parts and Testing for poster	11/10/24	Matt	New
Add Introduction parts and Location-based parts for poster	11/10/24	Keefe	New
Poster formatting and structure	11/10/24	Keefe	New
Final report draft follow up	13/10/24	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. *Discussed finished testing and what he will insert/obstruct from the poster.*
      ii. *Discussed what parts he's okay to do in the poster.*
      iii. *Discussed what branches to rebase and will fix the sorting bug before the poster hand up.*
   b. *Keefe*
      i. *Designated poster parts to group members.*
      ii. *Discussed what are next steps for the location based system such as separating the categories and restaurant and also adding logos to them before the poster hand up.*
   c. *Addy*
      i. *Discussed what parts he's okay to do in the poster.*
      ii. *Discussed what he needs to do in the UI.*
   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. *Final report draft needs to be followed up next week.*
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.	- Completed content for Final Report Draft (up until testing sections which are still not concluded) - Finished smart sorting to be used in app - Finalising testing this week so that conclusions can be written on the weekend
Keefe	- Completed content for Final Report Draft (just need to refine it more and get more pictures) - Finished adding location menu system (just need it to work with sorting) - Working on the poster
Addy	- Finished UI - Completed skeleton for Final Report Draft (need to add content)