

Project Talk For Me: meeting agenda semester 1, week 4 04/04/24

- Location: Zoom
- Agenda prepared by: Keefe Zebastian Dela Cruz
- Attendance: Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Fowler, Matthew Berryman
- Apologies:

Agenda

1. **Review minutes from previous meeting**
2. **Discuss weekly plan (see MyUni)**
3. **Status updates for each student**
4. **Status updates from supervisors**
5. **HSW update**
6. **Project risk register update**
7. **Budget update**
8. **Review of Code**
9. **Any further business**
 - IP
10. **Review outstanding actions and new actions for upcoming week**

Action list from previous minutes

Action	Due date	Assigned to	Status
Meeting Minutes Wk 1-2	11/03/24	Keefe	Completed
Project Plan – Aim & scope	16/03/24	Keefe	Completed
Project Plan – Background	16/03/24	Matthew	Completed
Project Plan – Technical objectives	16/03/24	All	Completed
Project Plan – Gantt chart	16/03/24	Addy	Completed
Project Plan – Resources & procurement	16/03/24	Keefe	Completed
Project Plan – Project risks	16/03/24	Addy	Completed
Skeleton for literature review	27/03/24	All	Ongoing
Find resources	27/03/24	All	Ongoing
Add Project Plan to wiki	29/03/24	Keefe	Ongoing

Attachments

1. N/A

Previous meeting minutes: Semester 1, Week 6

- Details of meeting: 2pm, 4 April 2024, Zoom
- Minutes prepared by: Matthew Fowler
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Matthew Berryman, Derek Abbott
- Apologies: Addy Dhingra

Summary

Upcoming milestones

Milestone	Due date	Countdown
Progress report draft	13/05/2024	5 Weeks
Progress report submission	27/05/2024	7 Weeks

Assigned and completed actions

Action	Due date	Assigned to	Status
Meeting Minutes Wk 1-2	11/03/24	Keefe	Completed
Project Plan - Aim & scope	16/03/24	Keefe	Completed
Project Plan - Background	16/03/24	Matthew	Completed
Project Plan - Technical objectives	16/03/24	All	Completed
Project Plan - Gantt chart	16/03/24	Addy	Completed
Project Plan - Resources & procurement	16/03/24	Keefe	Completed
Project Plan - Project risks	16/03/24	Addy	Completed
Confirm whether to sign IP Form	05/04/24	Matthew B	Ongoing
Decide on Distribution of Coding Work	08/04/24	All	Ongoing
Complete distributed coding work	18/04/24	All	Ongoing
Create wiki for uploading documents	18/04/24	Derek	Ongoing
Skeleton for literature review	18/04/24	All	Ongoing
Find resources	18/04/24	All	Ongoing
Add Project Plan to wiki	NA	Keefe	Ongoing

Budget status

Budget	Status	Total (\$)
<i>Current balance</i>		+750
Total		+750

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Meeting minutes

- 1. Review minutes from previous meeting**
 - a. *Minutes Confirmed*
 - i. Progress checked as group confirmed they have begun research into relevant topic areas for the upcoming Literature Review in the Progress report.
- 2. Discuss upcoming milestones and consult weekly plan from handbook**
 - a. Project Plan Draft has been started, students are currently focused on the Literature Review section. With current focus being on locating resources and deciding on the structure of the document.
- 3. Status updates for each student**
 - a. All students reported progress into research had been made, although the skeletons were not finalised and as a result have been pushed back.
- 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.
 - b. See summary table on previous page.
- 7. Any further business**
 - a. Discussion as to the IP form provided by the university, and if appropriate how it aligns with the NDA signed by students previously.
 - b. Confirmed with Matthew Berryman that Ethics of Artificial Intelligence are to be considered throughout the Literature Review, as is relevant to the topic.
- 8. Review actions and tasks for upcoming week**
 - a. Matthew Berryman to review IP Declaration forms and confirm with group if appropriate to submit.
 - b. Derek Abbott to create wiki for use by the group.
 - c. Students to meet early next week and distribute workload for code to be written before next meeting.
 - d. Students to complete "skeletons" of Literature Review, such that writing may begin during next period.
 - e. See summary table on previous page.