Project Talk For Me: meeting agenda semester 1, week 10

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

Agenda

1. **Review minutes from previous meeting.**
2. **Discuss weekly plan (see MyUni)**
   a. Progress Report Draft
   b. Seminar
3. **Status updates for each student**
   a. See Attachment 2.
4. **Status updates from supervisors**
   a. Feedback on Code from Matthew Berryman (if applicable).
   b. Update on Wiki from Derek.
   c. Feedback on Progress Report Draft from Derek Abbott (if applicable)
5. **HSW update**
   a. N/A
6. **Project risk register update**
   a. N/A
7. **Budget update**
   a. No updates to note.
8. **Any further business**
   a. Discuss the next steps regarding code. If there are any further prior to submission of FINAL Progress Report.
      i. Of Note, Matt F wants to do something regarding LLMs so that section is not left bare with "no significant progress made yet"
   b. Need to confirm with Matthew B, what is ok to show in the Progress Report, e.g. Screenshots of Code/Screenshots of App Development etc.
   c.
9. **Review outstanding actions and new actions for upcoming week**

Action list from previous minutes

Action	Due date	Assigned to	Status
Create wiki for uploading documents	18/04/24	Derek	Ongoing
Skeleton for literature review	11/04/24	All	Completed
Find resources	18/04/24	All	Completed
Add Project Plan to wiki	NA	Keefe	Ongoing
Issue #31	18/04/24	Keefe	Completed

| Issue #32 | 18/04/24 | Addy | Completed |
| Issue #41 | 18/04/24 | Matthew | Ongoing |

Attachments

1. Previous week's minutes

Project Talk For Me: meeting agenda semester 1, week 8 02/05/24

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

Agenda

1. **Review minutes from previous meeting**
2. **Discuss weekly plan (see MyUni)**
   - Actions for coding before the seminar
   - Progress report
3. **Status updates for each student**
   - Coding actions completed?
4. **Status updates from supervisors**
5. **HSW update**
6. **Project risk register update**
7. **Budget update**
8. **Review of Code**
9. **Any further business**
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
Confirm whether to sign IP Form	05/04/24	Matthew B	Ongoing
Decide on Distribution of Coding Work	08/04/24	All	Completed
Create wiki for uploading documents	18/04/24	Derek	Ongoing
Skeleton for literature review	11/04/24	All	Ongoing
Find resources	18/04/24	All	Ongoing
Add Project Plan to wiki	NA	Keefe	Ongoing
Issue #31	18/04/24	Keefe	New
Issue #32	18/04/24	Addy	New
Issue #41	18/04/24	Matthew	New

Budget status

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

Attachments

1. N/A

1. Review of previous minutes
   a. Minutes confirmed – progress confirmed as group members continue with literature review.
2. Discussion and update status of each member

-Send mat b the abstract
- Send mat the time and location of the seminar. Make a calendar invite.
- Mat is waiting for the pull request for the location module.
- Smaller screen size for the issue 32 for ui. Try emulator from a smaller screen size.

3. HSW & project risk register
   - nothing to report
4. Budget review
   - Nothing to report
5. Any further business-
-Still waiting for the wiki page from dereck.
-Confirmation of bill

6. actions for next week
- members will continue to work on lit review.

2. Status updates from each student

Student	Updates
Matthew	• Literature Review Fully Written • Other sections still requiring some attention in terms of fully writing out prior to final submission. • Still need to finalise issue #41, should be completed by EOD 16/5/24.
Keefe	• Sections completed for Progress Report Draft, review and finalisation required prior to final submission.
Addy	• Sections completed for Progress Report Draft, review and finalisation required prior to final submission.

3. Progress Report DRAFT

a. Left off file to save for brevity, but has been emailed to all attendees.

Previous meeting minutes: semester 1, week 10

- Details of meeting: 2pm, 16 May 2024, Zoom
- Minutes prepared by: Keefe Zebastian Dela Cruz & 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 final	2024/05/27	2 weeks
Seminar	2024/06/11	3.5 weeks

Assigned and completed actions

Action	Due date	Assigned to	Status
Create wiki for uploading documents	17/05/24	Derek	Ongoing
Skeleton for literature review	11/04/24	All	Completed
Find resources	18/04/24	All	Completed
Add Project Plan to wiki	NA	Keefe	Ongoing
Issue #31	18/04/24	Keefe	Completed
Issue #32	20/05/24	Addy	Ongoing
Finalise errors/testing for Issue #41	20/05/24	Matthew	Ongoing
Drafts to be provided for Progress Report	20/05/24	Derek and Matt B	Ongoing
Further issue's relating to LLM to be implemented prior for additional progress report content	23/05/24	Matthew	Ongoing
Complete individual sections for progress report	23/05/24	All	Ongoing
Finalise formatting and submit Progress Report	26/05/24	All	Ongoing

Budget status

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

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1. **Review minutes from previous meeting**
   a. *Minutes have been confirmed no updates were made.*
2. **Discuss upcoming milestones and consult weekly plan from handbook**
   a. *Progress Report Final Submission*
      i. *Discussion of Draft progression done with Derek and Matt, confirmed that the group should receive a draft from both by Monday at the latest to assist in the finalisation on the report.*
      ii. *Progress report due in the next two weeks. Group will do a meeting on Thursday to finalise the report.*
   b. *Seminar*
      i. *No details or distinct plans regarding the seminar yet. The group is to focus on this once the Progress Report is submitted, as much of the content is similar, and can be adapted.*
      ii. *Matthew Berryman will be updated on the details regarding the Seminar, as it is a point of interest*
3. **Status updates for each student**
   Matthew
      i. *Working on issue #41, mostly done but has some fixes requested by Matthew Berryman, prior to being considered completed.*
      ii. *Has started researching which other tasks could be completed prior to Thursday, to provide more content for the group regarding progress so far.*
      iii. *Has completed the Literature Review, with minor fixes still to be made, with the other sections relying on the progress of ii. they are still somewhat incomplete and a work in progress.*
   b. *Keefe*
      i. *Finalising sections of the progress report, for submission prior to Sunday.*
   c. *Addy*
      i. *Still yet to complete issue #32, but in his absence confirmed that this is due to some technical difficulties soon to be sorted.*
      ii. *Finalising sections of the progress report, for submission prior to Sunday.*
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. Matthew Berryman confirmed that it is fine for us to use screenshots of code in the Progress Report which we have written. With all sections

that include code written by him to first be approved prior to being included in the Progress Report. In terms of screenshots of the application he said this is fine, especially with a focus on features implemented by the group.

b. Matthew Berryman also confirmed that he is open to the use of API's relating to some of the features to be implemented by the group. He confirmed that the group should contact him prior to any final decisions made regarding any external API's for approval, but would be happy to assist with purchasing any related keys where required.

c. In terms of further progress to be made prior to submission of Progress Report, Matt B suggested the group look at the "better prompt" task provided (issue #2).

    i. He suggested looking at different models of Amazon Text Lite which is currently implemented.

    ii. The group can access this from the Chat GPT repo.

    iii. Matt B has previously provided information regarding how to access this in the README of talk for me and in emails (left out for confidentiality).

d. Matt B also suggested the group could potentially try different models of ChatGPT. As the current version runs 3.5T, Matt B suggested newer versions have since been released and could be available for testing.

    i. Matt B suggested that ChatGPT 4.0 should be accessible from OpenAI's documentation online.

    ii.

8. **Review actions and tasks for upcoming week**

a. Matthew and Addy still to finish their coding issues, prior to Thursday.

b. Matthew is to explore further features to implement prior to submission of Progress Report, relating to LLM's, and have completed and included in the report prior to Thursday.

c. Keefe is to explore potential API's such as OpenMenu, to assist in the implementation of issues such as issue #33, which will likely require some external code so as to keep within the scope of the project.

d. Group is to meet on Thursday 23/5/24, to discuss the formatting and finalisation of the report, with content to be completed prior to meeting.

e. Derek to create the wiki as soon as possible.

f. Derek and Matt B to provide feedback regarding the provided draft of the Progress Report, by Monday 20/05/24.

g. See summary table on previous page.

Attachments

1. Copy of Progress Report DRAFT provided to all attendees (not included to reduce file size).