

## Previous meeting minutes: semester 1, week 12

- Details of meeting: 12pm, 30 May 2024, Zoom
- Minutes prepared by: Keefe Zebastian Dela Cruz
- Attendance: Matthew Fowler, Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Berryman, Derek Abbott
- Apologies:

### Summary

#### Upcoming milestones

Milestone	Due date	Countdown
Seminar	2024/06/11	1 week

#### Assigned and completed actions

Action	Due date	Assigned to	Status
Add Project Plan & Progress Report to wiki	NA	Keefe	Completed
Issue #32	20/05/24	Addy	Completed
Finalise errors/testing for Issue #41	30/05/24	Matthew F.	Ongoing
Further issue's relating to LLM to be implemented prior for additional progress report content	23/05/24	Matthew F.	Complete
Complete individual sections for progress report	25/05/24	All	Completed
Finalise formatting and submit Progress Report	27/05/24	All	Completed
Ask Professor Chew if seminar is recorded	04/06/24	Keefe	New
Finalize and propose API budget	05/06/24	Keefe	New
Discuss plan for the seminar	06/06/24	All	New
Grant access to database	NA	Matthew B.	New

#### Budget status

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

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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. *Seminar*
  - i. *The team was informed that the seminar will be held on June 11, 2024, with the presentation scheduled from 9:10 to 9:25 a.m.*
  - ii. *Matthew Berryman was updated on the times for of the seminar.*
  - iii. *Derek Abbot will not be able to attend as he is out of the country. Derek has asked the team to ask Professor Chew if it will be recorded.*

### 3. Status updates for each student

- a. *Matthew*
  - i. *Almost completed with Issue #41.*
- b. *Keefe*
  - i. *The API research has been completed. Finalized pricing will be sent out and proposed for potential addition to the budget.*
- c. *Addy*
  - i. *Completed Issue #32*

### 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. *Keefe discusses bypassing the subscription module in the code. Matthew Berryman suggests using the ChatGPT branch on GitHub and simply connecting our phone to the computer.*
- b. *Matthew Fowler has questions about the Dynamo database. Matthew Berryman confirms it is indeed the Dynamo database and is working on a way for the team to access it.*
- c. *Matthew Fowler wants the develop modules for accepting results.*
- d. *Matthew Fowler wants to talk about what do for the seminar in the next meeting.*

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

- a. *Seminar will be discussed in the next meeting*
- b. *Keefe will as Professor Chew if the seminar is recorded and propose the new budget in addition to the API.*
- c. *Matthew Berryman will find a way for the team to access the database.*
- d. *See summary table on previous page.*

## Attachments

### 1. Previous Meetings Minutes

## Previous meeting minutes: Semester 1, Week 11

- Details of meeting: 2pm, 24/5/24, 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
Progress Report Submission	2024/5/27	2.5 weeks
Seminar	2024/06/11	3 weeks

### Assigned and completed actions

Action	Due date	Assigned to	Status
Add Project Plan to wiki	NA	Keefe	Ongoing
Issue #32	20/05/24	Addy	Ongoing
Finalise errors/testing for Issue #41	30/05/24	Matthew	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	25/05/24	All	Ongoing
Finalise formatting and submit Progress Report	27/05/24	All	Ongoing

### Budget status

Budget	Status	Total (\$)
<b>Total</b>		<b>+750</b>

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## Meeting minutes

### **1. Review minutes from previous meeting**

- a. *Minutes Confirmed*
  - i. *Adjustments made by M. Fowler were confirmed by the other members who were not present at the time of the conversation between M. Fowler and M. Berryman*

### **2. Discuss upcoming milestones and consult weekly plan from handbook**

- a. *Progress Report Submission*
  - i. *The group has decided on an internal deadline of EOD Saturday coming (25/5/2024) for content to be complete to allow for adequate time for editing, reviewing, and formatting.*
  - ii. *The whole group has been assigned for reviewing the document with all members responsible for reviewing the document for any errors or inconsistencies with information.*
  - iii. *M. Fowler assigned to format the document, as well as formatting of the referencing.*
- b. *Seminar*
  - i. *Confirmed all groups members are aware and available for the allocated presentation time of the Seminar.*
  - ii. *Group has decided to revisit the greater organisation of this, once the Progress Report is submitted.*

### **3. Status updates for each student**

- a. *See attachments for Updates from Students*

### **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. *M. Fowler confirmed with other students that they are aware of the quality/quantity of minutes required for this subject, and provided an example (last meetings minutes) as to what is required going forward.*

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

- a. *All additions to the actions as per discussion above*
- b. *See summary table on previous page.*

## Attachments

### Attachment 1 - Student Updates

Student	Update(s)
M. Fowler	<ol style="list-style-type: none"><li>1. On schedule with completing the Progress Report, aiming to have all content done by the coming Sunday to ensure adequate time is provided for reviewing.</li><li>2. Agreed to do formatting for document once reviewing is complete. As well as formatting of references.</li><li>3. M. Fowler has confirmed that the Module in Issue 41 have been approved by M. Berryman, and he is now just working on testing examples to provide to the rest of the group. This should be complete prior to next meeting.</li><li>4. Report unable to make any significant progress on any of the LLM related issues. To have done prior to submission of Progress Report</li></ol>
A. Dhingra	<ol style="list-style-type: none"><li>1. On schedule with completing the Progress Report, aiming to have all content done by the coming Sunday Afternoon, due to some commitments that would make EOD Saturday difficult, confirmed and OK'd by the group.</li><li>2. No updates to provide regarding technical output</li></ol>
K. Z. Dela Cruz	<ol style="list-style-type: none"><li>1. On schedule with completing the Progress Report, aiming to have all content done by the coming Sunday to ensure adequate time is provided for reviewing.</li><li>2. No updates to provide regarding technical output</li></ol>