Previous meeting minutes: 3pm, 14 March 2024, Tea Room

- Details of meeting: 1:30pm, 20 march 2024,
- Minutes prepared by:
- Attendance: Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Fowler, Matthew Berryman
- Apologies:

Summary

Upcoming milestones

Milestone	Due date	Countdown
Meeting Minutes Wk 3-4	25/03/24	1 week

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
Skeleton for literature review	27/03/24	All	New
Find resources	27/03/24	All	New

Meeting minutes

1. **Review minutes from previous meeting**
   a. Nothing to report.
2. **Discuss weekly plan (see MyUni)**
   a. Break up tasks and follow these:
      "Broaden and deepen your review of the literature, working towards a literature review within your progress report at the end of semester"

      "Develop your technical methodologies, implementing proof-ofconcept approaches for your design calculations, code frameworks, and data analyses"

      "Prototype concepts for your project solutions, identifying possible design solutions and determining how you rank them"

   b. Split up of tasks:

      User-interface (UI) improvements – **Addy**

      Large Language Model (LLM) exploration and experimentation – **Matthew**

      Incorporation of location and time-based systems to improve user experience (UX) – **Keefe**

      Apple Watch watchOS integration – **TBD**

3. **Status updates for each student**
   a. All good.
4. **Status updates from supervisor**
   a. Nothing to report.
5. **HSW update**
   a. Nothing to report.
6. **Project risk register update**
   a. Nothing to report.
7. **Budget update**
   a. Nothing to report.
8. **Any further business**
   a. Talk about LLM with Mathew Berryman
   b. Ask how long each task should be
   c. Do skeleton next week

       d. Latex?

9. Review actions and tasks for upcoming week

Attachments

N/A