

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

(CONTINUED OVER PAGE)

## 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.