# 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

1. **Status updates for each student**

- Coding actions completed?

1. **Status updates from supervisors**
2. **HSW update**
3. **Project risk register update**
4. **Budget update**
5. **Review of Code**
6. **Any further business**
7. **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
2. Review of previous minutes
3. Minutes confirmed – progress confirmed as group members continue with literature review.
4. 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.

1. 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.