Previous meeting minutes: 1:30pm, 20 March 2024, Zoom

- Details of meeting: 2:00pm, 20 march 2024,
- Minutes prepared by: Keefe Zebastian Durango Dela Cruz
- Attendance: Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Berryman, Derek Abbott
- Apologies: Matthew Fowler

Summary

Upcoming milestones

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

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
Add Project Plan to wiki	29/03/24	Keefe	New

Meeting minutes

1. **Review minutes from previous meeting**
   a. Nothing to report.
2. **Discuss weekly plan (see MyUni)**
   a. Look for resources for the broken-up topics. This lead to the creation of a new action.
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. Matthew Berryman will contact us about the GitHub seats which will relay unto Dr Hong Gunn Chew. The apple watch will not be necessary until we start coding about the watchOs.
8. **Any further business**
   a. Latex format would be good but not necessary for the project.
   b. Students should add the Project Plan into Professor Derek Abbott's wiki. A new action was created from this.
9. **Review actions and tasks for upcoming week**
   a. The actions are valid and Mathew Berryman will give us the resources he has read.

Attachments

N/A