

Previous meeting minutes: 3pm, 4 March 2024, Zoom

- Details of meeting:
- Minutes prepared by: Matthew Fowler
- Attendance: Keefe Zebastian Dela Cruz, Addy Dhingra, Matthew Fowler, Matthew Berryman
- Apologies:

Summary

Upcoming milestones

Milestone	Due date	Countdown
Project Plan	25/03/24	3 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	Ongoing
Project Plan – Background	16/03/24	Matthew	Ongoing
Project Plan – Technical objectives	16/03/24	Matthew	Ongoing
Project Plan – Gantt chart	16/03/24	Addy	Ongoing
Project Plan – Resources & procurement	16/03/24	Keefe	Ongoing
Project Plan – Project risks	16/03/24	Addy	Ongoing

Budget status

Budget	Status	Total (\$)

Meeting minutes

- 1. Review minutes from previous meeting**
 - a. All members now have access to GitHub repository.
- 2. Discuss upcoming milestones and consult weekly plan from handbook**
 - a. Discussion of Project Plan and Matthew Berryman's "Wishlist" for the project was discussed. We are to upload all issues to the GitHub project and he will rank which are of greater significance and assign work from there.
- 3. Status updates for each student**
 - a. Nothing to report.
- 4. HSW update**
 - a. Nothing to report.
- 5. Project risk register update**
 - a. Nothing to report.
- 6. Budget update; requests for further expenditure**

- a. Discussion of funding with Matthew. Expenses have been chalked down primarily to acquiring an Apple Watch for testing the WatchOS variant of the code, as well as funding the use of GitHub seats for the repository. The next step for this is to have these purchases approved by the SET store.

7. Review of Code

- a. Matthew B provided an in depth tour of the existing codebase.

8. Any further business

- a. README on the GitHub repo was explained, and provides the majority of the instructions for setting up the simulators to run the app.
- b. Matt is not currently concerned about computer vision and that aspect
- c. Bugs are to be reported as GitHub issues.

9. Review actions and tasks for upcoming week

New Actions

Action	Due date	Assigned to	Status
Enter new Issues of Interest to be ranked by Matthew B	13/03/24	All	Completed

Attachments

N/A

(CONTINUED OVER PAGE)

