

Previous meeting minutes: 10am, 12 March 2024, via teams

- Details of meeting: week 3 meeting 2 – 5pm 14/03/2022 – via zoom
- Minutes prepared by: Addy Dhingra
- Attendance: Keefe Zebastian Dela Cruz, Addy Dhingra
- Apologies: Matthew Fowler

Summary

Upcoming milestones

Milestone	Due date	Countdown
Meeting Minutes Wk 1-2	11/03/24	1 week
Project Plan	25/03/24	3 weeks
Progress report draft	Tba	tba

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 (\$)

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Meeting minutes

1. **Review minutes from previous meeting**
 - a. Nothing to report.
2. **Discuss upcoming milestones and consult weekly plan from handbook**
 - a. *Nothing to report*
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. Nothing to report.
7. **Review of Code**
Nothing to report
8. **Any further business -**

Professor abbot's advice

Project plan :

- More in depth with sections ie . with the scope
- Message hon gun about who marks.
- Ask hon gun about the budgets.
- Advice - all ways include context so anyone one can read it and understand it

- Write the Gantt Chart objectives in the technical objectives as subheadings and write the specific technical objectives under each category

For project report -

- Base the report on Wishlist
- Consult about Mathew about the priority of tasks
- For literature review → Write on the importance of the problem, being a text to speech app.
- For methods → write a map of how the problem is being developed

9. **Review actions and tasks for upcoming week**

Attachments

N/A