Meeting Minutes *Client*

Meeting # : 4

Date : 12 May 2015

Location : EN507a

Start Time : 12:35PM

End Time : 1:50PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Discuss on progress of guide
2. Discuss on some issue faced for the project
3. Report that user testing will be done
4. Invite to final presentation

Decisions (items in the agenda that had been decided for action)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| User testing | Week 11 | Everyone |  |
| Documentation | Week 12 | Adam |  |

Status of decisions from last meeting (items decided for action from last meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Guide to the ESP8266 need to be improve and adjusted | Week 12 | Edwin | Completed |
| New deliverables that include webserver from the ESP8266 that support cookies, java script with check box, changing MAC address and IP address to extend range. | Week 12 | Edward | Completed need documented |

Next Meeting

* *May 2015*

Meeting Minutes *Client*

Meeting # : 3

Date : 21 April 2015

Location : EN507a

Start Time : 12:35PM

End Time : 1:40PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Agenda/Purpose

1. Show working progress of guide to ESP8266
2. Discuss a new deliverable to find out and deliver
3. Discuss on the structure of the guide and the target user for it

Decisions (items in the agenda that had been decided for action)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Guide to the ESP8266 need to be improve and adjusted:  -Add in introductions details for each sections  -Table of content  -Comparison of ESP8266 – 1 and ESP8266 – 12  -Lists of other serial to usb converter  -LUA introduction and tutorial  -References  -Find out the range for the adjustable LED brightness | 5 May 2015 | Edwin |  |
| New deliverables that include webserver from the ESP8266 that support cookies, java script with check box, changing MAC address and IP address to extend range. | 5 May 2015 | Edward |  |

Status of decisions from last meeting (items decided for action from last meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| All-in-one toolchain executable file | Week 10 | Luke | Completed |
| Construct an instructions manual on the ESP8266 for testers | Week 10 | Edwin | 60% completed |
| Write a manual on how to program the ESP8266 using LUA language | Week 10 | Luke |  |

Next Meeting

* *May 2015*

Meeting Minutes *Client*

Meeting # : 2

Date : 24 March 2015

Location : EN507a

Start Time : 12:30PM

End Time : 1:30PM

Members Present : Adam De Blasio

Edward Gilbert

Luke Jackson

Edwin Wong

Agenda/Purpose

1. Confirm certain requirements and deliverables that the client wants
2. Briefing summary on the things we can do
3. Make sure that the project path is heading to the right direction
4. Have all the process documented to construct a definitive guide on the ESP8266
5. Come up with 3 – 4 suggestions on projects to be done
6. Show the risk analysis on the project plan
7. Borrow model ESP8266 – 12 to attached a breakout board
8. Show the client something cool on the next meeting

Decisions (items in the agenda that had been decided for action)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Have an all-in-one toolchain executable file that can install all the essential resources on the pc  *Example: NodeMCU, LuaLoader, Python, Instruction Manual* | 21 April 2015 | Edward |  |
| Write an instruction architecture on how to wire up the ESP8266 | 21 April 2015 | Edwin |  |
| Write a manual on how to program the ESP8266 using LUA language | 21 April 2015 | Luke |  |
| Some suggested projects to be done:   * Dog or key locator * Build a bug that record audio * Real life configuration on web server * Attached extra hardware like: sensor, motor, multi-colour LED., USB power fan and control them | 26 May 2015 | Everyone |  |
| Write out some ideas with specification for future appendix so other team can continue on where we left off | 26 May 2015 | Luke |  |
| Show the risk analysis on the project plan | 24 March 2015 | Edward | Completed |
| Attached a breakout board on the ESP8266 model 12 | 31 March 2015 | Adam |  |
| Show the client something cool on the next meeting | Client next meeting | Adam |  |

Status of decisions from last meeting (items decided for action from last meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Find out which tool-chain, libraries, and firmware to build on | Next meeting with client | Everyone | Completed |
| Research on which platform to use to program the ESP8266 | Next meeting with client | Everyone | Completed |
| Construct an instructions manual on the ESP8266 for testers | Week 10 | Everyone | In progress |

Next Meeting

* *21 April 2015*

Meeting Minutes *Client*

Meeting # : 1

Date : 10 March 2015

Location : EN507a

Start Time : 12:30PM

End Time : 1:40PM

Members Present : Adam De Blasio

Luke Jackson

Edwin Wong

Agenda/Purpose

1. Introduction of team to the client
2. Find out what the client wants
3. Get a better understanding of the scope of the project
4. Discuss about the ESP8266 module and an overview on how it works

Decisions (items in the agenda that had been decided for action)

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Find out which tool-chain, libraries, and firmware to build on | Next meeting with client | Everyone |  |
| Research on which platform to use to program the ESP8266 | Next meeting with client | Everyone |  |
| Construct an instructions manual on the ESP8266 for testers | Week 10 | Everyone |  |

Next Meeting

* *24 March 2015*