Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

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| --- | --- |
| Meeting #: | 10 |
| Date: | 20 May 2015 |
| Location: | EN514b |
| Start Time: | 1:00PM |
| End Time: | 1:50PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Adam De Blasio  Luke Jackson |

Agenda/Purpose

1. Summary report to the supervisor on user testing
2. Discuss what to include in the final submission
3. What to include in the final documentations
4. Submission of Peer review
5. Presentation to review

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| --- | --- | --- |
| **Items to complete** | Date to be completed | Person responsible |
| Final submissions for review and get feedback | 22/05/15 | Edward |
| Documentation to include processes during the project (spike, agenda, weekly meeting) include key contributions of members to the project. Appendices link to github and onedrive | 20/05/15 | Luke |
| Send the presentation to the supervisor for review and feedback | 22/05/15 | Edward |
| Peer review (Reasons to individual and team grade) | 29/05/15 | Individual members |

Next Meeting

* 27/05/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 9 |
| Date: | 13 May 2015 |
| Location: | EN5th Floor |
| Start Time: | 1:00PM |
| End Time: | 1:30PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Adam De Blasio |

Agenda/Purpose

1. Progress of work
2. User testing
3. Documentation and test report

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| --- | --- | --- |
| **Items to complete** | Date to be completed | Person responsible |
| User testing | 19/05/15 | Everyone |
| Documentation for project | 22/05/15 | Everyone |
| Test report from user testing | 22/05/15 | Edwin |

Next Meeting

* 20/05/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 8 |
| Date: | 6 May 2015 |
| Location: | EN5th Floor |
| Start Time: | 1:00PM |
| End Time: | 1:30PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Adam De Blasio  Luke Jackson |

Agenda/Purpose

1. Discuss on shower timer project
2. Find people to do user testing
3. Discuss on final submission

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| **Items to complete** | Date to be completed | Person responsible |
| User testing | 14/05/15 | Everyone |

Next Meeting

* 13/05/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 7 |
| Date: | 29 April 2015 |
| Location: | EN514b |
| Start Time: | 1:15PM |
| End Time: | 1:40PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Adam De Blasio  Luke Jackson |

Agenda/Purpose

1. Discuss on user test on preparation for it
2. Discuss on what is to be tested

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| **Items to complete** | Date to be completed | Person responsible |
| Review and test on the tasks on the guide to find out roughly how long it will take to finish the test | 8/05/15 | Adam |
| Prepare the user task for the test on the fundamental of the ESP8266 | 8/05/15 | Edwin  Luke |
| Prepare a up and running kit in a box on everything is needed to do the test | 8/05/15 | Adam |

Next Meeting

* 6/05/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 6 |
| Date: | 22 April 2015 |
| Location: | EN514b |
| Start Time: | 1:00PM |
| End Time: | 1:30PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Adam De Blasio |

Agenda/Purpose

1. Report findings on Arduino IDE for ESP8266
2. Discussion on table of contents for the guide
3. Discussion on proposed user testing

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| **Items to complete** | Date to be completed | Person responsible |
| Working guide for user testing | 29/04/15 | Everyone |
| Document the findings on Arduino IDE for ESP8266 for future research | 26/05/15 | Adam |
| User test report | 20/05/15 | Edwin |

Next Meeting

* 29/04/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 5 |
| Date: | 15 April 2015 |
| Location: | EN514b |
| Start Time: | 1:00PM |
| End Time: | 1:30PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |

Agenda/Purpose

1. Discuss on the team’s progress
2. Show the progress on the guide on the ESP8266
3. Test plan, getting people to test the guide

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| **Items to complete** | Date to be completed | Person responsible |
| Workable usability test on the guide for the ESP8266 to get it tested at the software innovation lab | 29/04/15 | Edwin |
| Look at Arduino IDE if it is a better option than ESPlorer | 22/04/15 | Edwin |
| Have meeting with client to talk about the structure of the guide, if videos/screenshots are to be the main guide and if document or website as the best method to use | 21/04/15 | Everyone |
| Focus on a diagnostics library for the guide | 29/04/15 | Edwin |

Next Meeting

* 22/04/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 4 |
| Date: | 1 April 2015 |
| Location: | EN514b |
| Start Time: | 1:00PM |
| End Time: | 2:00PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Luke Jackson |
|  | Adam De Blasio |

Agenda/Purpose

1. Feedback on work plan
2. Discuss on the assessment structure from the supervisor
3. Additional spikes to be included
4. Discuss on some of the features that the ESP8266 can do
5. Discuss on the different sensors to use for the shower timer project
6. Uses of state based programming model
7. Live demonstration of Spike 6 - open door notifier

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| **Items to complete** | Date to be completed | Person responsible |
| Requirement specification (proposed solution description and client problem statement) | 15/04/15 | Luke |
| Live demonstration of Spike 6 - open door notifier | 1/04/15 | Edward |
| Additional spikes included:  Speaker Buzzer  Door sensor notifier  Shower timer | 15/04/15 | Adam  Edward |

Next Meeting

* 15/04/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 3 |
| Date: | 25 March 2015 |
| Location: | EN514b |
| Start Time: | 1:15PM |
| End Time: | 2:00PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Luke Jackson |
|  | Adam De Blasio |

Agenda/Purpose

1. Discuss on the project development strategy
2. Discuss on the requirement specification
3. Project on smart shower using sensor

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| **Items to complete** | Date to be completed | Person responsible |
| Requirement specification (proposed solution description and client problem statement) | 1/04/15 | Luke |
| Research on sensors | 1/04/15 | Adam |

Next Meeting

* 01/04/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

|  |  |
| --- | --- |
| Meeting #: | 2 |
| Date: | 18 March 2015 |
| Location: | EN514b |
| Start Time: | 1:00PM |
| End Time: | 1:40PM |
| Members Present: | Edward Gilbert |
|  | Edwin Wong |
|  | Luke Jackson |
|  | Adam De Blasio |

Agenda/Purpose

1. Present and discuss the completed spike work done this week
2. Present demo of progress made with the ESP8266 chip
3. Request feedback on draft work project plan
4. Request opinion on changing scope with client, to better fit what our current understanding of the chip is

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| **Items to complete** | Date to be completed | Person responsible |
| Find out about how long the standard AA battery can run on the ESP8266 | 25/03/15 | Everyone |
| Email the links where all the hardware for the ESP8266 are bought | 25/03/15 | Edwin |
| Write spike for producing a high pitch noise/speaker on the ESP8266 for an event example: open front door | 25/03/15 | Adam |
| Prepare a proposed solution description for the client | 24/03/15 | Edward |

Next Meeting

* 25/03/15 1:00PM

Meeting Minutes *Internet of Things (ESP8266) / Dr. Rajesh Vasa*

Meeting # : 1

Date : 11/03/15

Location : EN514b

Start Time : 13:00

End Time : 13:20

Members Present : Edwin Wong

Luke Jackson

Adam De Blasio

Agenda/Purpose

1. Initial supervisor introduction
2. Roles, expectations and responsibilities discussion
3. Prepare for client meeting

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

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| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Familiarise unit outcomes and create dated deliverables document | By 18/03/15 13:00 | Luke Jackson |  |
| Write 4-10 Spikes for ESP8266 | 18/03/15 13:00 | Edwin Wong |  |
| Write Spike review criteria and perform reviews | 18/03/15 13:00 | Edwin Wong |  |
| Prepare demo of a spike outcome | 18/03/15 13:00 | Adam De Blasio |  |
| Create Github depository and include supervisor | 18/03/15 13:00 | Luke Jackson |  |
| Create Bitbucket for personal logs | 18/03/15 13:00 | Adam De Blasio |  |
| Draft client introduction letter | 18/03/15 13:00 | Edward Gilbert |  |

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

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| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| NA |  |  |  |

Next Meeting

* 18/03/15 1:00PM