Meeting Minutes: *Team*

Meeting # : 14

Date : 18 May 2015

Location : Via Skype

Start Time : 7:50PM

End Time : 8:15PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Discuss on adjustment on the guide based on feedback
2. Project other the guide

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Adjustment on the guide based on feedback | 18/5/2015 | Luke  Adam |  |
| Project other the guide | 26/5/2015 | Luke |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Adjustment based on user testing | 15/5/2015 | Luke | Completed |
| Preparation and completion of guide for user testing | 15/5/2015 | Edward  Luke | Completed |

Meeting Minutes: *Team*

Meeting # : 13

Date : 14 May 2015

Location : Via Skype

Start Time : 7:40PM

End Time : 8:10PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Report on brief user testing
2. Preparation and completion of guide for user testing

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Adjustment based on user testing | 15/5/2015 | Luke |  |
| Preparation and completion of guide for user testing | 15/5/2015 | Edward  Luke |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed guide for review by client | 12/5/2015 | Everyone | Near complete |
| User test on guide | 14/5/2015 | Everyone | To be done |

Meeting Minutes: *Team*

Meeting # : 12

Date : 10 May 2015

Location : Via Skype

Start Time : 7:40PM

End Time : 8:10PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Agenda/Purpose

1. Discuss and review progress of work added and changes

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed guide for review by client | 12/5/2015 | Everyone |  |
| User test on guide | 14/5/2015 | Everyone |  |

Next Meeting

* 12 May 2015 Client Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed guide for review by client | 12/5/2015 | Everyone | Near complete |
| User test on guide | 14/5/2015 | Everyone | To be done |

Meeting Minutes: *Team*

Meeting # : 11

Date : 7 May 2015

Location : Via Skype

Start Time : 7:45PM

End Time : 8:30PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Discuss progress of work and expected finish time
2. Set time to meet with client
3. Find people to do user test

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed guide for review by client | 12/5/2015 | Everyone |  |
| User test on guide | 14/5/2015 | Everyone |  |
| Send email for confirmation to meet with client | 8/5/2015 | Edward | Completed |

Next Meeting

* 6 May 2015 Supervisor Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Things needed to be added in the guide for section equipment | 8/5/2015 | Adam | Need to adjust to be written like a guide to be testable |
| Adjustment to be made on the guide based on the issues and feedbacks for each sections | 8/5/2015 | Each person is assigned on different section | 80% Completed |

Meeting Minutes: *Team*

Meeting # : 10

Date : 3 May 2015

Location : Via Skype

Start Time : 7:50PM

End Time : 8:50PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. State what needs to be edited and adjusted on each section of the guide
2. Point out what are left to be added into the guide
3. Feedback after testing sections of the guide

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Adjustment to be made on the guide based on the issues and feedbacks for each sections | 8/5/2015 | Each person is assigned on different section |  |
| Things needed to be added in the guide for section equipment | 8/5/2015 | Adam |  |

Next Meeting

* 6 May 2015 Supervisor Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed test document for testing | 8/5/2015 | Edward | Completed |
| Completed usable guide for testing | 8/5/2015 | Edwin | In progress |

Meeting Minutes: *Team*

Meeting # : 9

Date : 30 April 2015

Location : Via Skype

Start Time : 7:30PM

End Time : 8:20PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Review on additional work done on the guide
2. Review on draft project 3 cookie code
3. Discuss and review on test tasks

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Completed usable guide for testing | 8/5/2015 | Luke |  |
| Completed test document for testing | 8/5/2015 | Edward |  |

Next Meeting

* 3 May 2015 Team Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| User tasks for test report on sections of the guide | 5/5/2015 | Luke  Edwin | Completed but need review |
| Test report on consent form and feedback form | 5/5/2015 | Edward | In progress |
| Project 2 Shower timer | 13/5/2015 | Luke | In progress |
| Project 3 wireless cookie crumb trail | 13/5/2015 | Adam | Drafted |

Meeting Minutes: *Team*

Meeting # : 8

Date : 28 April 2015

Location : Via Skype

Start Time : 7:45PM

End Time : 8:10PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Review on work done on the guide
2. Distribute work for the project on test report and guide section

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| User tasks for test report on sections of the guide | 5/5/2015 | Luke  Edwin |  |
| Test report on consent form and feedback form | 5/5/2015 | Edward |  |
| Project 2 Shower timer | 13/5/2015 | Luke |  |
| Project 3 wireless cookie crumb trail | 13/5/2015 | Adam |  |

Next Meeting

* 30 April 2015 Team Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Section of LUA crash course | 26 April 2015 | Luke | Completed |
| Merge flashing section into the guide at GitHub | 26 April 2015 | Luke | Completed |
| Hello world section for the guide | 26 April 2015 | Edwin | Completed |
| Introduction and programming sections for the guide.  Part of Equipment section of the guide | 26 April 2015 | Edward | Completed |
| User testing | 26 April 2015 | Edward | Completed |
| Part of equipment section of the guide and pins explanations | 26 April 2015 | Adam | Completed |
| Project shower timer section | 6 May 2015 | Luke | In progress |

Meeting Minutes: *Team*

Meeting # : 7

Date : 23 April 2015

Location : Via Skype

Start Time : 3:00PM

End Time : 3:40PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Distribute work to be done for the guide and test report
2. Discuss on team progress and work

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Section of LUA crash course | 26 April 2015 | Luke |  |
| Merge flashing section into the guide at GitHub | 26 April 2015 | Luke |  |
| Hello world section for the guide | 26 April 2015 | Edwin |  |
| Introduction and programming sections for the guide.  Part of Equipment section of the guide | 26 April 2015 | Edward |  |
| User testing | 26 April 2015 | Edward |  |
| Part of equipment section of the guide and pins explanations | 26 April 2015 | Adam |  |
| Project shower timer section | 6 May 2015 | Luke |  |

Next Meeting

* 26 April 2015 Team Meeting

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Narrow down what to include in the table of content for the guide of ESP8266 | 22 April 2015 | Edward | Completed |
| Find out the Arduino IDE if it is a better option than ESPlorer for the supervisor | 22 April 2015 | Adam | Completed |

Meeting Minutes: *Team*

Meeting # : 6

Date : 21 April 2015

Location : In Campus

Start Time : 1:40PM

End Time : 2:00PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Agenda/Purpose

1. Discuss what content to include in the guide for the ESP8266
2. Find out the Arduino IDE if it is a better option than ESPlorer

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Narrow down what to include in the table of content for the guide of ESP8266 | 22 April 2015 | Edward |  |
| Find out the Arduino IDE if it is a better option than ESPlorer for the supervisor | 22 April 2015 | Adam |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| Spike 5 – webserver LED | 8 April 2015 | Edwin | Completed |
| Spike 6 – Open door notifier | 8 April 2015 | Edward | Completed |
| Spike 9 – Shower timer | 15 April 2015 | Luke | Completed |
| All in one Windows installer for the ESP8266 software used for the guide (esptool with dependencies, ESPlorer) | 15 April 2015 | Luke | Completed |
| Guide to ESP8266 spike 1-5 (layout, wiring, flashing, coding) | 15 April 2015 | Edwin | 70% completed |
| Spike 8 – Adding more memory using SD card | 15 April 2015 | Adam  Edward | Discarded |
| Test plan | 15 April 2015 | Edwin | Completed but adjusted needed |

Next Meeting

* *22 April 2015 Supervisor Meeting*

Meeting Minutes: *Team*

Meeting # : 5

Date : 1 April 2015

Location : In Campus

Start Time : 3:30PM

End Time : 4:30PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Peer review on the spike 1-4 outcome
2. Distributed the work to be done for the following semester break
3. Talk about the additional projects that we will be doing
4. Discuss on the requirement specification
5. Find out how to change analogue to digital
6. Talk about where additional hardware can be bought, Eg. Vibration, humidity, heat sensor
7. Discuss on the test plan and user test

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Peer review on the spike 1-4 outcome | 8 April 2015 | Adam  Edward  Edwin |  |
| Spike 5 – webserver LED | 8 April 2015 | Edwin |  |
| Spike 6 – Open door notifier | 8 April 2015 | Edward |  |
| Spike 7 – Buzzer speaker timer | 8 April 2015 | Adam |  |
| Spike 8 – Adding more memory using SD card | 15 April 2015 | Adam  Edward |  |
| Spike 9 – Shower timer | 15 April 2015 | Adam |  |
| Spike 10 – Mail detector for mailbox | 15 April 2015 | Edward |  |
| Spike 11 - Notifier for an iron left on/on and prone | 15 April 2015 | Edward |  |
| Spike 12 - Notifier for a kettle when it's boiled | 15 April 2015 | Edward |  |
| Spike 13 - Positional locator (identify location in a room based on several Wi-Fi signals) | 15 April 2015 | Adam |  |
| Spike 14 - Configuring the ESP8266 through a web interface served from the chip itself | 15 April 2015 | Adam |  |
| Requirement specification | 15 April 2015 | Luke |  |
| Deliverables – Create a website sever interface using HTML for the ESP8266 so it is able to receive few commands | 15 April 2015 | Adam |  |
| All in one Windows installer for the ESP8266 software used for the guide (esptool with dependencies, ESPlorer) | 15 April 2015 | Luke |  |
| Installer for debian-based Linux (ie Ubuntu) for the ESP8266 software used for the guide (esptool with dependencies, ESPlorer) | 15 April 2015 | Edward |  |
| Create a GUI python flasher using QML for cross platform usage | 15 April 2015 | Edward |  |
| Test plan and user test | 15 April 2015 | Edward  Luke |  |
| Tutorial for LUA programming language | 15 April 2015 | Luke |  |
| Guide to ESP8266 spike 1-5 (layout, wiring, flashing, coding) | 15 April 2015 | Edwin |  |
| Find out how to change analog to digital | 15 April 2015 | Luke |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| Team meeting minutes 4 | 4 April 2015 | Edwin | Completed |
| Requirement specification | 15 April 2015 | Luke | 95% completed |
| Send agenda to the supervisor for the meeting | 1 April 2015 | Edward | Completed |

Next Meeting

* *online - date to be determined by email correspondence*

Meeting Minutes: *Team*

Meeting # : 4

Date : 31 March 2015

Location : In Campus

Start Time : 1:15PM

End Time : 2:15PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Agenda/Purpose

1. Cover on the progress for all members for the previous week
2. Discuss on the supervisor’s assessment checklist
3. Review on client problem statement and proposed solution
4. Ideas for some projects
5. Plan on the tasks to do the for the following week

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Requirement specification (Problem statement, Clients Desired Solution, Proposed Solution, Quality Goals for source/documentation, Deliverables) | 4 April 2015 | Luke | Completed and need few adjustment |
| Send agenda to the supervisor for the meeting | 1 April 2015 | Edward | Completed |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| Project plan | 24 March 2015 | Edward | Completed |
| Team meeting minutes 3 | 24 March 2015 | Edwin | Completed |
| Client meeting minutes 2 | 24 March 2015 | Edwin | Completed |

Next Meeting

* *1 April 2015 1:00PM – Supervisor meeting*

Meeting Minutes: *Team*

Meeting # : 3

Date : 18 March 2015

Location : In Campus

Start Time : 12:00PM

End Time : 3:00PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Complete the spike 1-4 outcomes
2. Email the agenda to the supervisor for the meeting
3. Perform demo for the supervisor
4. Find out the time frame for how long a standard AA battery can run on the ESP8266
5. Email the decided actions to the supervisor
6. Email the links where the things for ESP8266 can be purchased
7. Write up the next spike for the project
8. Do reviews criteria based on the spikes 1-4
9. Discuss and show the progress of the project plan
10. Articulate on the problem, solution and deliverables the client expects
11. Proposed a team solution description for the client

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Spike 1-4 outcomes | 18 March 2015 | Edward | Completed |
| Email the agenda to the supervisor for the meeting | 18 March 2015 | Luke | Completed |
| Perform demo for the supervisor | 18 March 2015 | Adam | Completed |
| Find out the time frame for how long a standard AA battery can run on the ESP8266 | 18 March 2015 | Everyone |  |
| Email the decided actions to the supervisor | 18 March 2015 | Edwin | Completed |
| Email the links where the things for ESP8266 can be purchased | 18 March 2015 | Edwin | Completed |
| Next spike for the project | 25 March 2015 | Luke |  |
| Reviews criteria based on the spikes 1-4 | 25 March 2015 | Everyone |  |
| Project Plan | 22 March 2015 | Edward |  |
| Articulate on the problem, solution and deliverables the client expects | 24 March 2015 | Luke |  |
| Proposed a team solution description for the client | 24 March 2015 | Adam |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| Project plan | 24 March 2015 | Edward | 60% completed |
| Team meeting minutes 2 | 18 March 2015 | Edwin | Completed |

Next Meeting

* *24 March 2015 12:30PM – Second meeting with client*

Meeting Minutes: *Team*

Meeting # : 2

Date : 17 March 2015

Location : In Campus ATC Building

Start Time : 12:35PM

End Time : 2:20PM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. Discuss on the previous supervisor meeting
2. Discuss what to bring and show to the supervisor on the next meeting
3. Discuss on the project plan schedule
4. Set up next meeting with the client
5. Show working progress on the ESP8266 module
6. Get hands-on experience working on the ESP8266 module
7. Decide which development host service to use to send the working document

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Do a demo on the ESP8266 for the supervisor | 18 March 2015 | Adam |  |
| Create account on Github for development host service to upload documents for the supervisor | 17 March 2015 | Luke | Completed |
| Create account on Bitbucket for development host service personal log | 17 March 2015 | Adam | Completed |
| Learn and be familiarize with the LUA programming language | Next team meeting | Everyone |  |
| Write up the spike plan and outcome | 18 March 2015 | Edwin |  |
| Do the documentation on the spike outcome | 18 March 2015 | Adam |  |
| Project Plan | 22 March 2015 | Edward |  |
| Meeting Minutes | 24 March 2015 | Edwin |  |
| Deliverables | 18 March 2015 | Luke |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Status |
| Draft section of project plan | 17 March 2015 | Edward | 50% completed |
| Team meeting minutes 1 | 10 March 2015 | Edwin | Completed |
| Research and learn how to program from tutorials on the ESP8266 |  | Everyone | On going |
| First meeting with the client |  |  | Completed |
| First meeting with the supervisor |  |  | Completed |

Next Meeting

* *18 March 2015 1:00PM – Second meeting with team supervisor*

Meeting Minutes: *Team*

Meeting # : 1

Date : 7 March 2015

Location : Via Skype

Start Time : 9:00AM

End Time : 9:55AM

Members Present : Adam De Blasio

Edward Gilbert

Edwin Wong

Luke Jackson

Agenda/Purpose

1. To confirm the time to meet up with the supervisor
2. To set up an appointment to meet with the client
3. Establish lead roles to each member
4. Discuss and talk about the project on the things can be done with the ESP8266
5. Decide on who will be handling the project plan and meeting minutes

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

|  |  |  |  |
| --- | --- | --- | --- |
| Items to complete | Date to be completed | Person responsible | Comments |
| Confirm the meeting time from the supervisor through email | 7 March 2015 | Everyone |  |
| Send email to the client on the preferred time to meet | 7 March 2015 | Edward | Completed and awaiting for reply |
| Establish lead roles for each member | 7 March 2015 | Everyone | Established lead roles during the meeting |
| Research and learn how to program from tutorials on the ESP8266 | By the next team meeting | Everyone |  |
| Draft sections of the project plan that can be completed at this stage | By the next team meeting | Edward |  |
| Meeting Minutes | 10 March 2015 | Edwin |  |
| Write a draft project vision statement | By the next team meeting | Luke |  |

Next Meeting

* *Tuesday 12:30PM – 2:30PM - Proposed time for second team meeting, and first client meeting.*
* *Wednesday 1:00PM – 1 :30PM - First meeting with Team Supervisor*