

PROJECT NAME: MOBILE TOOL ASSISTANT
FILE NAME: g5_assign2_meeting_minutes
DATE OF MEETING: 03-10-2025
START TIME: 11:45 AM
END TIME: 12:45 PM
PRESENT: Chandler Janzen, Aditya Ramakrishnan, Aneek Mohammed Ruksan, Chidubem Emeka-Nwuba, Ethan D'Almeida
REGRETS/ABSENCES: None

GROUP ID: G5
LOCATION: ENG-2C74 (Doc Wood Lab)
MINUTE TAKER: Aneek Mohammed Ruksan

MEETING OBJECTIVE(S)

- Review statement of work.
- Clarify the scope of work for the requirements specification document.
- Identify feasibility constraints.

AGENDA, DECISIONS, ISSUES

Agenda

- Review of draft requirements.
 - Obstacle detection, navigation, and return-to-base
- Discussion on scope limitations.
 - Time and resource feasibility.
- Clarify writing standards.
 - Testable, quantifiable requirements.
- Identify constraints on payload.

Decisions made

- Requirements must be quantifiable and measurable.
- Must avoid “nice-to-have” features and instead focus on core features.
- Scope limited to indoors and safe speed (5 km/h).

Issues

- Potential for scope creep.
- Risk of ambiguity if requirements are not specific or measurable.

ACTIONS ITEMS (ACTION, RESPONSIBLE, DUE DATE)

- Finalize and submit the Requirements specification. (Responsible – C.E.N, A.M.R, A.R, E.D, Due – 09/10)
- Update Statement of Work. (Responsible – E.D, Due – 07/10)
- Keep the Project Supervisor updated. (Responsible – C.E.N, A.M.R, A.R, E.D, Due - biweekly)