Meeting Notes

Meeting Date: 6th March 2019.

Details: Team Meeting.

Attending:

- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.

Duration: 30 minutes

Agenda:

- To introduce ourselves to each other.
- To discuss about the soft and hard skills required for the project.
- Discuss the proposal and brainstorm on the proposal.
- Decide a group leader.

Announcements:

- A GITHUB repository was created and shared with all the group members to upload and collaborate on project tasks.
- A Slack chat group was created for immediate communication within the group.
- Binay Dhawa was assigned as the group leader.

Discussions:

We read the project proposal as a group and discussed our individual ideas and ambitions that should be fulfilled in this project. It was decided that risk analysis and management report, status reports, minutes of the meetings, log books and a main report would be maintained and established. The presentation would consist of interactive visualizations, PowerPoint Slideshows, video presentation and Gantt chart as the time management presentation. We discussed the leadership skills amongst each other and decided on the group leader.

Tasks:

Re-read the proposal and try to develop some basic skills that might be required for the project.

Meeting Date:19th March 2019

Details: Supervisor Meeting

Attendance: All team members and supervisor were present.

Duration: 30 minutes

Agenda: Meet supervisor and discuss project directions, client meeting procedures

Announcements:
- Project Template (thesis sort of) : Compilation of the whole project description
- Hours for work log
- Interview questions for the client

Discussions:

We discussed on how to proceed with the project, we met with Graham, our Supervisor, he gave some supervision on how to contact client throughout the week. We discussed how to separate agenda, create a video presentation for the project, hour logs for each member is needed for the project. Client questionnaires were discussed and pushed into the repository. The Project Template needs to be created and a profile of the group containing each member needs to be designed and prepared.

Tasks:
- Interview questions for client:
- Group profile
  - Printout and pdf
  - Photos included
- Work log should be presented for each member

Meeting Date: 20th March 2019

Details: Client Meeting

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.
- Professor Franz Fuss
- Udi Weizman
- Adin Tan

Duration: 1 hour

Agenda:
- To discuss the expectations of the project.
- To discuss the scope of the project.
- Introduction with other team associates.
- Familiarity of external stakeholders.

- Understand the current progress of the project.

- A sample data will be shared by the client to be understood.
- Another meeting will be held in which the data variables will be explained and discussed.
- A third meeting will be held to conduct the experiment to better understand the data.
- All the data and scripts are currently present in MATLAB

Discussions:
- The given project is an extension of an ongoing research in Wheelchairs and seating systems of future. We met with three team members of the project team; Professor Tino Fuss, Udi Weizman and Adin Tan. It was discussed that the aim of the project is to improve the urban mobility. There is one smart wheelchair available and an experiment is performed to get the data out of the wheelchair. That data includes stroke patterns, GPS and other data that can be used to determine the speed, power energy and fatigue of the user. The data can also be used to identify the type of terrain and how it affects the user. It is expected that we will produce a google maps integrated visualization reflecting different measured aspects. SCOPE is one of the external stakeholders in this project.

Tasks:
- Revise MATLAB and familiarize yourself with it.
- Play around with the data set and formulate questions to be asked about it in the next meeting.

Meeting Date: 26th March 2019.

Details: Supervisor Meeting.

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.
- Graham Farrell

Duration: 30 minutes

Agenda:
- To discuss the progress of our project.
- To discuss the weekly work completed in last week.
- To evaluate our communication with the client.

Announcements:
- An email was sent to the client in aim of getting the data.
- All the work and communication is up to date and good.

Discussions:
We discussed with the supervisor that we are waiting to get data from the client and that the next meeting would be scheduled after the data is studied by us and we will prepare questions that need to be asked from the client regarding the dataset. The client has been unresponsive through email since

our last meeting with the client but it is expected that we would receive a response and would be back to pace soon

Tasks:
Prepare yourself for the data that will be revealed soon.

Meeting Date: 2nd April 2019.

Details: Supervisor Meeting.

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Graham Farrell

Duration: 30 minutes

Agenda:
- To discuss the progress of our project.
- To discuss the weekly work completed in last week.
- To evaluate our communication with the client.

Announcements:
- The client has been unresponsive, and a second point of contact has been reached out.
- Work needs to be started on the project plan and other important documents.

Discussions:
No progress was made throughout the week in terms of communication with the client, it was expected that the client would deliver us the data last week and we would explore the data to question the client, but the data was not released yet. The progress of the group has been decreasing but it has been realized that we must start working on our project plan and other documentation as that is also an integral part of our assessment. Weekly work logs were discussed, and more work is required. Guidance on how to get started with our documentation was provided.

Tasks:
- Prepare yourself for the data that will be revealed soon.
- Start working on project documentation.

Meeting Date: 2nd April 2019.

Details: Team Meeting.

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.

Duration: 2 hours.

Agenda:

- To discuss the progress of our project.
- To discuss the weekly work completed in last week.
- To evaluate our communication with the client.
- To make further plans for our project

Announcements:

- Tasks were assigned to individual to start working on the project plan
- High Distinction project plans were analyzed.
- Scrum will be used for project management
- A Trello board will be created for further communication.

Discussions:

Despite the fact, that we don't have the dataset, but we can still build on the project plan based on the information that we know. Some research into Google API was made to make it easier to use that in the future. The discussion of specific database storage was conducted although a conclusion has not been reached yet. Some of the ideas for that are Thingspeak, Firebase and SQLite. The tasks mentioned below needs to be started and progress should be presented in the next meeting.

Tasks:

- Aylwin: User Centered design and Quality of Service
- Andres: Visualization definition and Scope research
- Quan: Google API
- Sanee: Risk Assessment and Mitigation
- Binay:Scrum & version control

Meeting Date: 8th April 2019.

Details: Team Meeting.

Attending:

- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.

Duration: 2 hours.

Agenda:

- To discuss the progress of our project.
- To evaluate our communication with the client.
- To make further plans for our project
- To prepare for supervisor meeting
- To understand the dataset

Announcements:

- Dataset was analyzed and explored

- Questions were collected

Discussions:

Considering that we received an email from UDI Weizman last week in which we received some research papers and 2 excel documents, we decided to review it individually and in this meeting the aim was to share the personal understanding and cross question each other to understand the dataset. The research papers were skimmed, and the dataset was also skimmed. The data set felt limited and more data was required to calculate other variables we are supposed to. Some of the fields in the dataset are confusing and need to be clarified and discussed with the client.

Tasks:
- Formulate questions for the client.
- Fix a meeting with the client.

Meeting Date: 18th April 2019.

Details: Team Meeting and Client meeting.

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Aylwin Sim.
- Binay Dhawa.

- Client Team, UDI, Ahsan and

Duration: 4 hours.

Agenda:
- To prepare for client meeting

- Resolve questions from the client

- Work distribution for the project plan

- Understand the scope and the project plan

Discussions:

From our past works and team meets we have had few problems in collaboration considering the data from client was very difficult to interpret. The main issue our project was how to make some base assumptions. We were initially planning on a software that deploys a dataset on the basis of analysis and algorithm of a dataset. We were unsure about the software needing to be local or cloud based, We had planned out a set of problems and solutions for the software based upon our assumptions but having few interactions with the client, the work we needed to do was incomplete especially the project plan. We discussed on all the prior needs of the projects and came upon the realisation that the client required a cloud functional database, Nectar cloud was suggested by our co-client, a basic web application that retrieves and is able to operate a CRUD application was needed for the first stage and the analytics would be implemented in the second stage of the application.

Tasks:
- Finish up on the wireframe
- Finish up project plan

- Set up a cloud database

- Set up a web application

Meeting Date: 23rd April 2019.

Details: Team Meeting and Client meeting
Client meeting: 1hr

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa.

Note: Alywin was on a trip for the mid sem break but he was assigned his task sheet for his part

Duration: 2 hours.
Agenda:
- To work on the client info

- Check up on the tasks completed

Discussions:
We finished up the tasks and the requirements for the project plan. We checked up on the framework for the UI and had a round of discussion what could be implemented better. A login interface was added for better security. We also ended up finishing most of the requirements for the project. We hadn't set up a nectar database yet though. We finalised our tasks and ended up to describe the things needed for the next stage of project. A repo for the web application was created and features for bootstrap were added.

Tasks:
- Finish up on the wireframe for mobile
- Video

- Format the project plan

- Set up nectar

- Start on the project proposal

Meeting Date: 30th of April 2019.

Details: Team Meeting

Supervisor meeting

Attending:

- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Duration: 2 hours.

Agenda:

- Project Plan revisions

- Video Ideas and Discussions

Tasks:

- SRS document
- Client meeting and project plan update
- Video plans and idea implementations
- Set up nectar instance
- Usability report development

Meeting Date: 2nd of May 2019.

Details: Team Meeting and Client meeting

Attending:

- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Duration: 2 hours.

Agenda:

- Finalise wireframe

- Nectar instance revisions

- Project Plan Documents

- Get feedback and plan for the second deployment phase

- Data instance running and client agreement sign off

- Video samples of a KPMG grad role or collegehumor apple might be better

Tasks:
- SRS document
- Usability review for the wireframe
- Set up nectar instance and database
- CRUD application setup
- Scheduling tasks and final version of project plan

Meeting Date: 7th of May 2019.
Details: Team Meeting and Supervisor meeting

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Duration: 3 hours.

Agenda:
- Project plan and SRS work division

- Video works confirmations

- Resolve Nectar issue

- Video clips analysis

- Client issues on wireframes fixtures

Tasks:
- SRS document and Project Plan
- Nectar cloud resolution
- ERD, Scenarios and Persona creation
- Grammatical errors and software requirement proposal fixtures
- Send Project plan to client

Meeting Date: 14th of May 2019.
Details: Team Meeting and Supervisor meeting

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Duration: 2 hours.

Agenda:
- Video feedbacks

- Grammar check on Project plan

- Budget division

- Division of both project plan and SRS

- Client document and sign off sheet

Tasks:
- Interface Requirement and Software interface revision
- Client doc sheet review
- Gantt chart correction
- Final review of the project plan

Meeting Date: 16th of May 2019.
Details: Team Meeting and Client meeting

Duration: 1 hours.

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Agenda:
- Project plan feedback
- Error correction
- Reviews on project
- Headings additions

Tasks:
- Interface Requirement and Software interface revision
- Appendix and video finalisation
- Client doc sheet review
- Gantt chart correction
- Final review of the project plan

Meeting Date: 21st of May 2019.

Details: Team Meeting

Attending:
- Sanee Salim.
- Andres Alvarez Ramirez.
- Quan Chong.
- Binay Dhawa
- Aylwin Sim

Duration: 1 hours.

Agenda:
- Project plan correction

- Client issues resolution

Tasks:
- Interface Requirement and Software interface revision
- Appendix and reference addition
- Definition addition
- Gantt chart separation
- ERD addition and Wireframe and Structure additions
- Email client the final project plan