

MEETING MINUTES

MEETING INFORMATION

MEETING NAME	4 th Meeting		
DATE OF MEETING	6 th Nov 2022 Sunday	TIME OF MEETING	8PM AEST
LOCATION	MS TEAMS	VIDEO RECORDED BY	Minnie
NOTE TAKER	Minnie	APPROVED BY	
POSTED ON	MS TEAMS		

MEETING ATTENDEES

Minnie Gim	Niroshini Tharshan	
Yumna Rashid	Travis Powell	

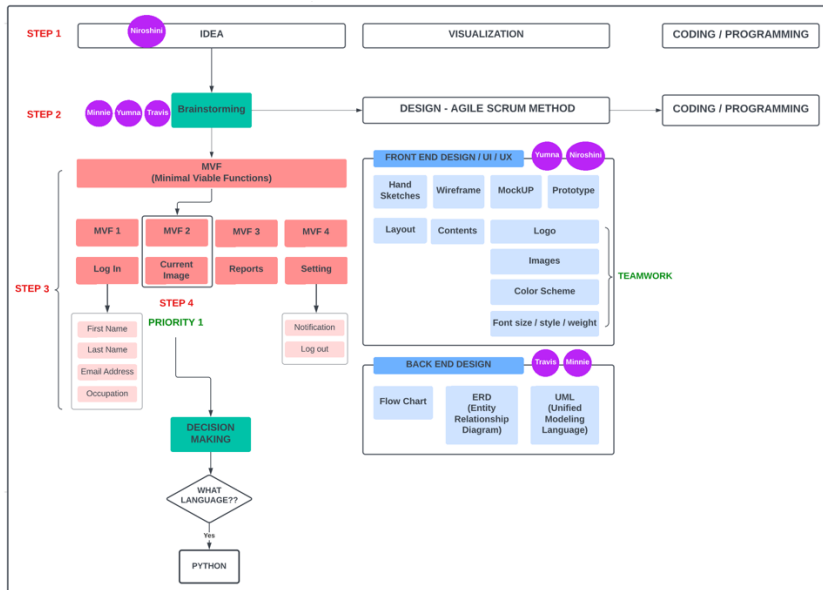
OPEN AGENDA

ITEMS	ALLOCATED TO	PROGRESS
Distribution of writing tasks ➤ Travis / Niroshini / Yumna / Minnie		Completed
Group Website on Github ➤ All team members are updated their details ➤ Details around the html and css	Minnie	Completed 90% completion

NEW AGENDA

ITEMS	ALLOCATED TO	DUE DATE
<div>Team Progress</div> <div><div><div>PROGRESS</div><div>COMPLETED</div></div><div><div>IIT-A3 Active + Group Project Planner</div></div><div><div>WEEK 9</div><div>WEEK 10</div><div>WEEK 11</div></div><div><div><div>Establish Team</div><div>New Team Name</div><div>Set up Tools</div><div>MS Teams Github</div><div>Project Planner</div><div>Weekly Planner</div><div>Project Planner</div><div>Weekly Planner</div><div>Project Planner</div><div>Weekly Planner</div><div>Team Profile</div><div>Group Website</div><div>Group Progress & Com</div><div>Group Progress & Com</div><div>Overview Aims</div><div>Timeframe</div><div>Timeframe</div><div>Tools & Tech</div><div>Testing</div><div>Scope & Limits</div><div>Risks</div><div>Roles</div><div>Skills & Jobs</div><div>Team Profile</div><div>Group Website</div><div>Feedback</div><div>Overview Aims</div></div></div></div>	<div><div>* Weekly update *</div><div>Project Planner: Minnie</div><div>Timeframe: Minnie</div><div>Group Progress & Communication: Minnie</div></div>	<div><div>* Updated for this week</div></div>

Plan & Progress



Brainstorming

- Discussed and decided 4 MVF (see above diagram)

Decision Making

- Priority: MVF 2 Current Image
- Programming Language: Python (MediaPipe & OpenCV)
- Front End Dev: Yumna & Niroshini
- Back End Dev: Travis & Minnie
- Logo, Images, Contents, Color, Font (General design concept will be discussed as a team)

Front End: Yumna
Niroshini

Back End: Travis
Minnie

End of Week 11

Timeframe

	WEEK 9	WEEK 10	WEEK 11	WEEK 12
Create Group Set up Tools	M			Review a whole document
Team Profile. (Catching up A2)	M/N/T/Y			
Tools	M			
Project – Overview	N			
Project – Aims	N			
Project - Plans and Progress	M	M/N/T/Y	M/N	
Project - Roles		Y		
Project - Scope and Limits			T	
Project - Tools & Technologies	M			
Project - Testing		T		
Project - Timeframe	M	M	M	
Project - Risks	Y			
Project - Group Process & Com	M	M	M	

Plans and Progress
Group Process and Communication
Timeframe: Weekly update by Minnie

Plans and Progress:
Minnie & Niroshini

Scope and Limits:
Travis

Yumna: Editing and reviewing

End by Week 12

NOTES**NEXT MEETING**

DATE	8 th Nov 2022	TIME	5PM AEST
OBJECTIVES	Group Reflection Skills and Jobs Scope and Limits		