

## CITS3200 Team 4

### Minutes of Meeting 2 held August 7, 2024`

**Present:** Katrina, Fred, Jack, Susheel, Bob, Lilee

**Absent:** n/a

**Location:** UWA EZONE Room 102B

#### **Agenda Items:**

- i. Mentor meeting with Michael Bleakley.
- ii. Progress on getting LoRa devices connected and download telemetry data.
- iii. Progress on Folium mapping tool.
- iv. Progress on getting Azure server up.
- v. Plan writing Scope of Work (Epic) and other Sprint 1 deliverables, who will do what?
- vi. Start a Jira board.

#### **Meeting started:**

##### **2.1 Mentor Meeting**

- Mentor meeting with Michael.

##### **2.2 LoRa Devices**

- **Jack:**
  - Setup a basic Python CLI with devices, keep code lightweight and use existing libraries. Administrator channel usage, Python can send but not receive messages
  - Got base station (connected to computer) communicating telemetry data with other device
  - GPS has been difficult to setup, needs good conditions for connection
- **Susheel:**
  - Still working on getting module/temperature data transferred from modules
  - We will need to clarify with Jim the exact nature of devices e.g. different modules, antennae
  - We can assume that the devices come perfectly setup
- **Fred:**
  - GPS data is most important to get done first
- **Bob:**
  - Extra telemetry data will be a stretch goal
- **Lilee:**
  - Could get ack from base station

##### **2.3 Azure Cloud Server**

- **Katrina, Lilee:**
  - Has been looking into Azure IoT hub, MQTT protocol

- **Jack:**
  - Will the base station be interfacing with a computer, or is it able to upload the data to cloud on its own? This is a question for Jim
  - Additionally if computers aren't an option we can advocate for Raspberry Pi
  - We will send Jim questions at the end of the meeting
  - We may have to consider other options from MQTT as well
  - We can start with a free cloud server version

## **2.4 Folium**

- **Fred:**
  - Mapping tool is going quite well, may be a consideration for a little more down the line, doesn't look too hard to implement

## **2.5 Sprint 1 Deliverables**

- **Jack, Katrina:**
  - Sprint 1 due 5pm Wednesday 14th August
  - We should send our deliverables to our Mentor before submitting
  - Jim should also sign off on them
- **Jack:**
  - We will all do a brief summary for each deliverable, and then come together to combine them in a short online meeting
  - Finish this by Monday afternoon or evening - then meeting on Discord that day

## **2.6 Additional Considerations**

- **Katrina:**
  - Will setup Jira as per the mentor's recommendation, for group calendar as well
  - Standup meetings online, halfway between each formal meetings, at some point on Sunday?

### Action Items:

Action Item	Owner	Deadline	Status
Sprint 1 deliverables personal work	ALL	Monday 12th Aug	Not started
Setup Cloud Server	Bob, Katrina	TBC	Not started
Sprint 1 deliverables	ALL	Wednesday 14th Aug	Not started
Work on Folium	Fred	TBC	In Progress
Keep working on device telemetry	Susheel	TBC	In Progress
Keep working on device GPS comm, scheduler	Jack	TBC	In Progress

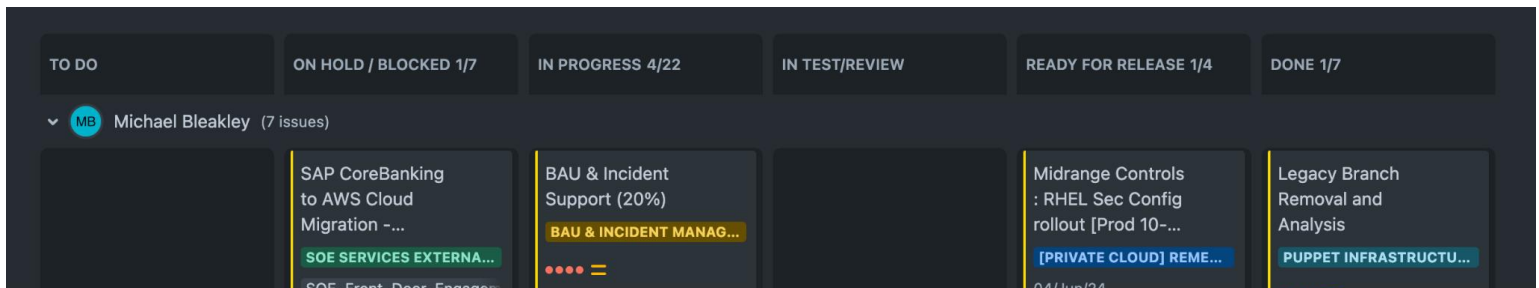
**Next Meeting Details:** Monday Evening, Online - to finish Sprint 1 deliverables

**Future Meetings:** Wednesday 14th August, Ezone

### Mentor Meeting 1 Notes:

- Research is a huge thing
- **Underpromise as much as you can**, obviously don't oversimplify, but
  - Put complicated things as **stretch goals**
  - The marking for criteria for Sprint 3 makes it impossible to get above 80% if you don't do any stretch goals
- The radio connection is most important, the UI stuff can come later?
- Check back in with your **client**, don't be afraid to be annoying, **contact them as much as humanly possible**, even if it's just a weekly update
  - Agile is meant to be a jump back and forth - continuously revising on what you're making and having it line up with the client's needs
- **Follow the templates closely for most of the Sprint 1 deliverables**
- Difference between Epics and Stories
  - Communicate with the client and break down their goals into user stories
- **Book a meeting with the client, and come in with a very clear agenda**
- Include this agenda in the meeting invite as well
- Break down what we understand and how we understand it, ask questions to the client against this understanding

- **Sprint 1 is most important**, you can set yourself up for failure
- Half of Sprint 2's marking criteria is how well you achieved the goals you set for yourself in Sprint 1, similar for Sprint 3
- **Stand Up Meetings:**
  - Make sure you do them right, they can be beneficial
  - It's good to **eliminate blockers**
  - Keeps people **accountable**



- **Project management charts^**
  - Gantt charts are overly complex
  - Kanban is mainly for Scrum, because of the sprints
  - He uses **Jira** charts
- **When planning stories you can look at the epics**, to give a visualisation of how to write it, gives you a talking point with the auditor, keep each other accountable
- You can also setup tickets to have tracking on them in terms of how long they have been open for, makes it easier to booked hours and gives you something to reference on the booked hours
- **Role keeping**
  - Looking at how we can best utilise everyone
  - E.g. people who are super confident in coding would do that
  - Be quite loose with the roles and realistically honest with your abilities
- **Have a clear idea of what we are making**
  - Don't go in with a vague idea, ensure a good scope so communicate with client to ensure this
- Look at Sprint 2 and 3 and look at what they want from you, because Sprint 1's is tied into the other two assessments
- **START WORK AS SOON AS POSSIBLE!**

- Getting a good amount of **work done over the break, you can get pretty much all of Sprint 2's deliverables done in this time**
- **Michael's Availability:**
- Michael works Sydney time so finishes work at 3pm, also works from home wednesday thursday and can book us in as a work meeting
- In business hours would be the best time to send things - using work email