Minutes of Meeting
Project Report Refinements

5 September 2024

Meeting organizer:	Anda Ziemele
Minute taker:	Helen Oi Lam Siu
Time:	12:30 UK | 19:30 HK
Venue:	Google Meet
Team Members:	Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison
Participants:	Anda Ziemele (Anda)
	Helen Oi Lam Siu (Helen)
	Mario Butorac (Mario)
	Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Review	1.1 All agreed on the assumption. 1.2 All agreed to process the in-house developed OS instead of MCC. 1.3 Cost calculation is reasonable. 1.4 Considering the request on the 2nd assignment, all agreed that we can fix the proposal of the 1st assignment. All changes can be proposed in the 2nd assignment individually.	Done	N/A	N/A
2	Gantt Chart	2.1 The current version of the Gantt Chart is too big to adapt in the report. 2.2 The outline looks like a waterfall rather than Scrum. 2.3 Mario and Sam suggested having parallel sprints for the hardware team and software team. 2.4 Anda suggested to calculate the testing time. 2.5 All agreed to omit considering BOM design time for the Gantt Chart.	WIP	Anda will redesign the Gantt chart.	7 Sep 2024
3	Reduce word count	3.1 Currently not fulfilling the 2-page requirement. 3.2 All agreed to minimize the document by fine-tuning the line spacing, margins, font size, and resizing figures in the document.	WIP	Helen will try to fit everything into 2 pages.	7 Sep 2024

No	Topic	Detail	Status	Follow up	Deadline
4	Next meeting time	7.1 All members agreed that the next meeting is scheduled for Saturday via Google Meet, and to keep the discussion on WhatsApp.	WIP	Anda will send the meeting invitation to all members.	7 Sep 2024