

Meeting Agenda (Week 6)

5th April 2019, 1PM – 2PM

Attendance:

Members	Attendance
Ben Li	No
Jiawei	Yes
Jireh	Yes
Jordan He	Yes
Jose	Yes
Link Geng	Yes
Minh Doan	Yes

Main objectives:

1. Develop more coherent documentation process for software and hardware
2. Developing sound algorithm to minimise noise
3. Considering value proposition of our device

Points of discussion:

Developing more coherent documentation process for software and hardware

The team has discussed various methods for documenting hardware/software development. It is optimal to create two documentations for this:

- 1) A document outlining a clear method to follow to reproduce the product
- 2) A more detailed documentation regarding all the testing and why previous iterations have not worked

For the first document, the document is planned to be written in a step by step process in order for others who may pick up the project to see how they can create the device and improve it. The team discussed a rough outline of what to include for this instruction document:

1. Intro
2. Assembly – what components are needed, model, price, serial-number

3. Software

- a. Image
- b. Sound
- c. I/O

4. Troubleshooting

For the second document, it is a more detailed record of the team's progress and failure along the way:

- 1. Intro
- 2. Software

2.1 I/O

Objectives/goals for the subsystem;

2.1.1 Task 1 approaches

2.1.2 Task 2 approaches..

- a. Video
- b. Sound

3. Hardware/assembly (same format as above)

4. Future improvements

Additionally, a change log for software changes is being considered to be added, which will support the design choices made in regard to any software updates.

Developing sound algorithm to minimise noise

The team has discussed that this should be conducted by the sound sub-team before next week.

Value proposition

- 1. Currently, there is no existing innovation for Raspberry Pi to work as a web-cam
- 2. Open source and highly accessible
- 3. Inexpensive and easy to replicate
- 4. Live face detection

Critical decision made

Through the discussion outlined in this meeting log, the team has decided to work towards completing these two documents.

Task delegation:

Sub-team	Team members	Task
Sound	John, Jose	Continue testing + record progress with documentation team
I/O	Link, Jordan, Ben	Continue testing + record progress with documentation team
Image	Link, Jordan, Ben	Continue testing + record progress with documentation team
Assembly	Minh, Jireh	
Documentation	Minh, Jireh	Format repository based on feedback from Audit 2. Complete documentation with collaboration with other sub teams.