APPENDIX 4A: Meeting Details and Agendas of Each Weekly Cohort 8 Meeting

# WEEK 1

## Meeting Details

Date: 21/09/2022 Time: 10:00

Group 1: 22G05 Chairperson 1: Jesse van der Merwe Secretary 1: Robyn Gebbie

Group 2: 22G50 Chairperson 2: Keowa Pretorius Secretary 2: Casey Steyl

## Agenda Items

* Opening and welcome
* Apologies (excuse members who can’t make it)
* Introductions from each group
* General questions
* Closure

# WEEK 2

## Meeting Details

Date: 26/09/2022 Time: 10:30

Group 1: 22G02 Chairperson 1: Ilan Malkin Secretary 1: Adam Blumenthal

Group 2: 22G03 Chairperson 2: Gabriella Ndhlovu Secretary 2: Mpho Moloi

## Agenda Items

* Opening and welcome
* Apologies (excuse members who can’t make it)
* Reading and adoption of minutes of previous meeting
* Allow each group to present their progress for the previous week and their plans for the following week, and allow for feedback or information sharing from other groups (Standup Session)
* Answers for all previous raised issues: Check if unreachable supervisor contacted groups, do we submit individual or cohort, whether or not we’re splitting into two groups, answer to if each person has to chair or just one group.
* General questions
* Closure

# WEEK 3

## Meeting Details

Date: 03/10/2022 Time: 10:30

Group 1: 22G09 Chairperson 1: Kavisha Reddy Secretary 1: Zakhna Dhiraj

Group 2: 22G85 Chairperson 2: Reza Seedat Secretary 2: Isaiah Chiraira

## Agenda Items

* Opening and welcome
* Apologies (excuse members who can’t make it)
* Answers for all previous raised issues and raising of any new concerns.
* Reading and adoption of minutes of previous meeting
* Allow each group to present their progress for the previous week and their plans for the following week, and allow for feedback or information sharing from other groups (Standup Session)
* General questions
* Closure

# WEEK 4

## Meeting Details

Date: 10/10/2022 Time: 10:30

Group 1: 22G46 Chairperson 1: Neo Mthimkhulu Secretary 1: Tshepo Chokoe

Group 2: 22G58 Chairperson 2: Cynthia Kijjambu Secretary 2: Mampuru Molebogeng

## Agenda Items

* Opening and welcome
* Apologies (excuse members who can’t make it)
* Answers for all previous raised issues and raising of any new concerns.
* Reading and adoption of minutes of previous meeting
* Allow each group to present their progress for the previous week and their plans for the following week, and allow for feedback or information sharing from other groups (Stand Up Session)
* General Outstanding questions
* Closure

# WEEK 5

## Meeting Details

Date: 17/10/2022 Time: 10:30

Group 1: 22G20 Chairperson 1: Sanet Witbooi Secretary 1: Nomtha Njamela

Group 2: 22G34 Chairperson 2: Maria (Louise) Botha Secretary 2: Lutfiya Charfaray

## Agenda Items

* Opening and welcome
* Apologies
* Answers for all previously raised issues and raising of any new concerns
* Allow each group to present their progress for the previous week and their plans for the following week, as well as allow for feedback or information sharing from other groups
* General questions / any other business
* Closure

# WEEK 6

## Meeting Details

Date: 24/10/2022 Time: 10:30

Group 1: 22G01 Chairperson 1: Mukundi Mushiana

Group 2: 22G73 Chairperson 2: Lungelo Chala Secretary 2: Sinazo Thungo

## Agenda Items

* Opening and welcome
* Apologies
* Answers for all previously raised issues and raising of any new concerns: Open day issue was addressed by Dr. Genga.
* Allow each group to present their progress for the previous week and their plans for the following week, as well as allow for feedback or information sharing from other groups
* General questions / any other business
* Closure

# WEEK 7

## Meeting Details

Date: 31/10/2022 Time: 10:30

Group 1: 22G19 Chairperson 1: Faatimah Mahomed Secretary 1: Milan Jeevan

## Agenda Items

* Opening and welcome
* Apologies
* Allow each group to present their progress for the previous week and their plans for the following week, as well as allow for feedback or information sharing from other groups
* General questions / any other business
* Closure

APPENDIX 4B: Minutes of Each Weekly Cohort 8 Meeting Taken by the Secretary(s)

# Week 1 – Meeting 1

### Date and Time

21/09/22 at 10:00

## Venue

Microsoft Teams

## Names of Participants

Students of groups 22G09, 22G46, 22G19, 22G01, 22G73, 22G05, 22G34, 22G02, 22G20, 22G50, 22G85, 22G58, 22G03

## Meeting Hosts

### 22G05

Chair: Jesse van der Merwe

Secretary: Robyn Gebbie

### 22G50

Chair: Keowa Pretorious

Secretary: Casey Steyl

## Purpose of Meeting

This meeting was an introductory meeting to get to know the members of cohort 8. The meeting also provided a forum for discussion about future meetings and how they would be conducted.

## Agenda Items

* Group members introduce themselves
* Description of each group’s project
* Decide on date and time of meetings going forward
* Decide on how future meeting agenda items will be decided upon
* Allocate meeting hosts for future meetings

### Discussion Notes

Group Introductions

* 22G09: Using control knowledge to improve the grip of a bionic hand.
* 22G46: Building an improved sensing armband for a bionic hand.
* 22G19: Using AI to convert sign language to text.
* 22G01: Assisting visually impaired by building cane with a camera that notifies user of obstacles using audio.
* 22G73: Designing a heart rate monitor that will be used to identify health problems in users.
* 22G05: Analysing spiral drawings to determine if FUS is effective treatment for patients with Essential Tremor and Parkinson’s Disease.
* 22G34: Building a computerised tremor assessment for patients with Parkinson’s Disease.
* 22G02: Determining difference between persuasive and non-persuasive speech using data and signal analysis.
* 22G20: Using neural networks to monitor heart conditions and determine what the patient is suffering from.
* 22G50: Using machine learning and signal processing to diagnose cardiac conditions using cardiac sounds.
* 22G85: Determining the correlation between Radiohead albums using digital signal processing.
* 22G53: Evaluating changes occurring in virus trajectories by using entropy to measure these changes.
* 22G03: Investigating the effect of lightning on nerve strands. Generating lightning current using impulse generator. Investigating the stability of using coaxial cables instead of actual nerves.

## Group Organisation

The chairperson asked the groups if they had managed to get in contact with their supervisors. It was found that all groups were able to contact their supervisors and had made arrangements to meet with their supervisors privately with the exception of one group. This group would continue to try make contact. If they were still unable to make contact by the next meeting the other groups would contact their supervisors and ask for advice.

## Future Meeting Arrangement

* A roster was set up to determine who was going to chair the meetings each week. This was done be making a spreadsheet available to the cohort and allowing for each group member to sign up.
* It was decided to create an agenda system in order to decide on the topics that will be discussed in the future meetings. This was done by making a Google Document available to the whole cohort, each member could add their topics of concern to the document. It was decided that if the agenda items were not discussed in meetings due to time constraints they would flow over to the next meeting.
* It was decided that future meetings would be held on Mondays at 10:30. This day was decided upon by allowing the members of the cohort to vote between Mondays, Wednesdays, and Fridays.
* It was decided that the meetings did not need to include the group supervisors.

## Questions

Several questions were raised that would need to be answered by the head of this course.

* Should each person take individual minutes or is one set of minutes for everyone fine?
* Can the cohort split into 2 groups for meetings and if so, do we need to combine the meeting minutes from these 2 groups.

The chairperson of this meeting will email the head of the course to find the answers to these questions.

## Next Meeting Date

26/09/2022

### Adjournment

The meeting was adjourned by Jesse van der Merve at 10:54.