The group had 3 meetings in a span of last three meetings,

1. 10th March 2017 – This meeting focused on introduction of each other, knowing the strong and weak skill set of individuals, later on proceding with sorting of project into categories, selecting categories and prioritizing the project.
2. 17th March , 2017 –This was also our first meeting with our supervisor Dr. Koren ward, explaining us the main ideology of the project its functions and what it is expected to do along with giving information about the technology to be used and briefing us about the problems this project aims to solve. The later half focused on setting up some ground rules for the project and assignment of roles and tasks.
3. 24th March 2017 – After the completion of individual tasks, this meeting focused on reviewing the document produced uptil now under the supervision of Dr. Koren Ward and refining it as per the changes asked to do.

**MEETING 1 - DATE : Friday , 10th March 2017**

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| **Date:** | Friday , 10th March 2017 | **Venue:** | Library Group Study Room 4 |
| **Start:** | 12:30 P.M | **Chair:** | Philip |
| **End:** | 2:15 P.M | **Minutes:** | Philip |
| **Attendees:** | Vishal Mishra  Philip  Chris Tan  Chris Deng  Adu | **Apologies:** |  |

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| **No** | **Task / Agenda** | **No** | **Sub-Topic** | **Responsible** | **Duration** | **Outcomes** |
| 1 | Introduction |  |  | Everyone | 30 Minutes | Everyone came to know about each other. The course individual is perusing the weakness and strong skills on possesses and how it can be used in project development |
| 2 | Project Sorting | 2.1 | Initial Project Grouping | Everyone | 50 minutes | All the project that was displayed on moodle was studied.   Based on the technologies and platform it need to be developed for the project was grouped into number of categories example Web Based projects , Mobile App based projects and so on |
|  |  | 2.2 | Project Selection | Everyone | 15 minutes | Based on the Skills sets of the members in the group the categories were selected.  Later Specific Projects was selected that our group thought is achievable on the basis of the skills we have. |
|  |  | 2.3 | Project Priority Setting | Phillip | 10 Minutes | After few of the projects were selected there was a voting that was done to select the top three projects and then the selected one were set up in project selection sheet based on the innovation level, and skills required. |

**MEETING 2 - DATE : Friday , 17th March 2017**

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| **Date:** | Friday , 17th March , 2017 | **Venue:** | Building 3 - Front Sitting Area |
| **Start:** | 12:30 P.M | **Chair:** |  |
| **End:** | 2:30 P.M | **Minutes:** | Vishal |
| **Attendees:** | Vishal Mishra  Philip  Chris Tan  Chris Deng | **Apologies:** | Adu |

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| No | Task / Agenda | No | Sub-Topic | Responsible | Duration | Outcomes |
| 1 | Project Explaination | 1.1 | Project Explaination by Dr. Koren Ward | Everyone | 48 Minutes | This was our first meeting with Dr. Koren Ward. She Explained the project to all of us briefly and explained how the underlined tasks can be achieved .  After the explanation she displayed few examples of the meter that is available, explaining the background about the problems why this application (Smartphone meter reading) is needed.  She then explained us the technologies that we can use and told us how we can use those and implement the project. |
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| 2 | Project Description Notedown | 2.1 | Initial Requirements | Everyone | 40 minutes | Based on the explanation from Dr. Koren Ward we created a rough draft of what exactly our project is intended to be (Rough Requirement list)  We then went further with the breakdown of the requirements and also analyzed the first assignment and distributed the roles and responsibilities to individual. |
|  |  | 2.2 | Role Assignment | Phillip and Vishal | After analyzing the project based on the skills our group possessed roles were assigned to individual on the basis of the strong skill set one had |
|  |  | 2.3 | Assignment Work task allotment | Phillip and Vishal | As the assignment due was almost around the corner documentation tasks based on the A1 template on moodle was assigned to individual. |
| 3 | Planning And Activities’ | 3.1 | Source Control | Chrish Deng | To have consistency and knowledge about other members work Git was decided to be our source control program |
|  |  | 3.2 | Communication platform | Chrish Tan | Facebook was decided to be used as general communication platform. |

**Action Items**

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| **No** | **Item** | **Responsible** | **Deadline** | **Comment** |
| 1 | Setting up Git Account , Facebook group | Adu | 17th March 2017 , 10 P.M | Completed on time |
| 2 | Completing the task allotted to them related to Assignment 1 | Everyone | By next Meeting | Completed on time |

**MEETING 2 - DATE : Friday , 24th March 2017**

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| **Date:** | Friday , 24th March, 2017 | **Venue:** | Building 3 - Front Sitting Area |
| **Start:** | 2:30 P.M | **Chair:** |  |
| **End:** | 3:45 P.M | **Minutes:** |  |
| **Attendees:** | Vishal Mishra  Philip  Chris Tan  Chris Deng  Adu | **Apologies:** |  |

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| **No** | **Task / Agenda** | **No** | **Sub-Topic** | **Responsible** | **Duration** | | **Outcomes** |
| 1 | Report review with the Supervisor – Dr. Koren Ward |  |  | Everyone | 30 Minutes | Everyone showed the part of work they did ranging from Scope of the project to the stakeholder analysis also the structure of the Agenda to the supervisor.  She reviewed and pointed out the necessary minor changes that was mandatory and asked to make the changes | |
| 2 | Refinement |  |  | Everyone | 50 minutes | Based on the review our group over the project report we made the necessary changes to our project report for assignment 1  We then compiled everything together and checked it again for spelling and grammar mistakes. | |

**Action Items**

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| **No** | **Item** | **Responsible** | **Deadline** | **Comment** |
| 1 | Designing up the interface for the project application | Vishal and Phillip | By Next meeting |  |
| 2 | Study of OpenCV and its integration with the Android Platform | Chris Tan and Adu | By next Meeting |  |
| 3 | Based on the initial rough list of the requirement we understood based on our first meeting with the supervisor , creation of Functional and Non function requirements | Adu | By next Meeting |  |