ENG 4000
Weekly Meeting Minutes

Every week, this document should be presented to the supervisor, as this will be the basis for grading.

Project Name	Pantheon 3D Smart Material Management
Date & Time of Meeting	October 4, 2024 @ 2:30 pm

Attendees			
#	Name	Student ID	Username (email)
1	Luca Filippelli	217902461	lfilippelli5@gmail.com
2	Jean Granato	218986943	Jeangran@my.yorku.ca
3	Luqmaan Irshad	217222365	luq21@my.yorku.ca
4	Tharuveen Raveendran	217863986	parask02@my.yorku.ca
5	Paras Kumar	217832478	thar7@my.yorku.ca
6	Ethan Tran	217048604	trane01@my.yorku.ca
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Decision Made / Agenda / Objectives / Plan for the Coming Week	

2:35pm Categorization	• Establishing communication isn't difficult but its simplistic. One of the humidty fetching or auto notification requirements should be the urgent need. Split the requirements and choose 1 to be the urgent need. The first req is more two-way.
	• Rest look good
	• The categorization establishes what our MVP is
	    o We essentially aim to get a shelf that can measure the internal climate, interface with a webapp to track material consumption and report enviornmental data.
	    o "If the user queries the weather and temperature, the machine can reply via the webapp"

2:50 Planning the Sprint	• We can generate sprint artifacts from the green requirements, develop and add to the backlog. • the trick will be to split the requirements further to develop a sprint artifact. Some requirement priorities will change as we progress. • Should start developing as soon as possible • In terms of priorities, how should we categorize our requirements? For these priorities, how often should we synch up? o We have sprint planning meetings to develop artifacts. Then we can have stand up meetings

		frequently (2 times per week) to discuss progress and blockers.
		• How do we keep hardware and software aligned? o Don't split into two teams. I think prioritization is essential. For each sprint, give the hardware and software people something to do. Ensure your blockers are established to help tell when hardware and software people need to collaborate
3:00	Meeting Sign Off	• Team will send Hung mins over reading week to sign off
3:05	Progress Report Breakdown	

Team Responsibilities for the Coming Week		
#	Name	Responsibility
1	Luca Filippelli	Develop problem definition and project requirements foundations for the Progress Report
2	Jean Granato	Develop project requirements foundations for the Progress Report
3	Luqmaan Irshad	Develop problem definition and team analysis for the Progress Report
4	Tharuveen Raveendran	Develop project managment / design foundations for the Progress Report
5	Paras Kumar	Develop project managment / design foundations and team analysis for the Progress Report
6	Ethan Tran	Develop project managment / design foundations for the Progress Report
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Progress Report on Last Week's Activities			
#	Name	% Completed	Comment (provide the reasoning only if 100% is not completed)
1	Luca Filippelli	100	
2	Jean Granato	100	
3	Luqmaan Irshad	100	
4	Tharuveen Raveendran	100	
5	Paras Kumar	100	
6	Ethan Tran	100	

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