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| Project ICARUS | |  | | --- | | March 3, 2017 | | 14.30 | | W1.76 | |

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| Meeting called by: | | All | | Type of meeting: | PST Meeting |
| Note taker: | Jonathan Balakumar | |
| Timekeeper: | | Jonathan Balakumar | |  |  |

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| Attendees: | Jonathan Balakumar, Luke Cattle, Josh Crawford, Callum Newman, Christopher Gunn |
| Please read: | N/A |
| Please bring: | Laptop for E-Portfolio and presentation structure |

## Minutes

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| Agenda item: | Gateway 3 | Presenter: | Luke Cattle |

#### Discussion:

* The structure necessary for GW3 meeting and what is needed to make it successful

#### Conclusions:

* Do not spend too much time explaining GW2
* Explain everything we have done to date (ignoring what has been said in previous gateway meetings)
* GW3 will be used as a dry run for the VIVA day
* Examiner will roughly know the scenario at hand

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| Action items | Person responsible | Deadline |
| * Template shown in meeting is to be used for presentation | All | 24/03/2017 |

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| Agenda item: | E-Portfolio | Presenter: | Luke Cattle |

#### Discussion:

* How much portfolio plays in GW3
* Any additions or editing needed to what we currently have
* Overall satisfaction with the portfolio

#### Conclusions:

* Portfolio will play a big part in GW3
* Need explanation of how to get status updates
* Use of the term ‘voice synthesis’ instead of ‘voice recognition’
* Need more explanation for some of the diagrams (Capabilities map)
* Keep pictures of group uniform (I.e. same background)

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| Action items | Person responsible | Deadline |
| * Explain the use of a GUI and the ‘voice synthesis’ for status updates | Luke Cattle | 16/03/2017 |
| * Duplicate videos for a video gallery in the e-portfolio | Luke Cattle | 16/03/2017 |
| * Add key to the capabilities map to show progress and/or subsystems | Josh Crawford | 16/03/2017 |

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| Agenda item: | Autonomy Levels | Presenter: | Luke Cattle |

#### Discussion:

* What are the PSTs looking for when talking about autonomy levels?

#### Conclusions:

* Give a final level that we are aiming for in the system and subsystems
* Consider the current level we are at and what we must do to get to the level we aim to get to

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| Action items | Person responsible | Deadline |
| * Reference Autonomy table | Luke Cattle | 16/03/2017 |
| * Give each individual capability its own autonomy level | Jonathan Balakumar | 16/03/2017 |
| * Give an overall autonomy level considering all subsystems/capabilities | All | 16/03/2017 |

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| Agenda item: | Portfolio Walk Through | Presenter: | Luke Catttle |

#### Discussion:

* What should be included in the portfolio walk through video

#### Conclusions:

* Show the specific order to view the portfolio
* Point out areas that you are most excited about
* Add in sample videos of the best aspect you want to point out
* Explain the navigation of the portfolio (i.e. reversible links)
* Show how to get back to previous screen and home screen

## Other Information

#### Observers:

Dr. Laura Justham, Dr. Paul Lepper, Dr. Simon Pomeroy

#### Resources:

N/A

#### Special notes:

N/A