

Minutes of Meeting

Project Report Refinements

5 September 2024

Meeting organizer: Anda Ziemele  
Minute taker: Helen Oi Lam Siu  
Time: 12:30 UK | 19:30 HK  
Venue: Google Meet  
Team Members: Anda Ziemele, Helen Oi Lam Siu, Mario Butorac, Samuel Harrison

Participants: Anda Ziemele (Anda)  
Helen Oi Lam Siu (Helen)  
Mario Butorac (Mario)  
Samuel Harrison (Sam)

No	Topic	Detail	Status	Follow up	Deadline
1	Review	1.1 All agreed on the assumption. 1.2 All agreed to process the in-house developed OS instead of MCC. 1.3 Cost calculation is reasonable. 1.4 Considering the request on the 2nd assignment, all agreed that we can fix the proposal of the 1st assignment. All changes can be proposed in the 2nd assignment individually.	Done	N/A	N/A
2	Gantt Chart Sep	2.1 The current version of the Gantt Chart is too big to adapt in the report. 2.2 The outline looks like a waterfall rather than Scrum. 2.3 Mario and Sam suggested having parallel sprints for the hardware team and software team. 2.4 Anda suggested to calculate the testing time. 2.5 All agreed to omit considering BOM design time for the Gantt Chart.	WIP	Anda will redesign 7 the Gantt chart.	2024

3	Reduce word count	3.1 Currently not fulfilling the 2-page requirement. 3.2 All agreed to minimize the document by fine-tuning the line spacing, margins, font size, and resizing figures in the document.	WIP	Helen will try to fit everything into 2 pages.	7 Sep 2024
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No	Topic	Detail	Status	Follow up	Deadline
4	Next meeting time and to keep the	7.1 All members agreed that the next meeting is scheduled for Saturday via meeting invitation to all members. discussion on WhatsApp.	WIP	Anda will send the 7 Sep 2024 Google Meet,	