

Project Updates: Master Record

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Introduction

This master record collates weekly project updates to produce a thorough insight into progress within a single document. Each section consists of a week's update. Within each section are the following subsections and descriptions:

- **Supervision Meetings:**

Consists of a listing in table format of the supervision meetings that have occurred since the last update, including dates, attendees, and a brief description of discussions and actionable items.

- **Actionable Items Recap:**

Consists of a listing in table format of the actionable items from the previous week, briefly discussing the progress made and pending tasks.

- **Additional Project Updates:**

Consists of updates that weren't 'actionable items' from the previous week, such as brief overviews of experiments conducted, data collected, and research findings.

- **Next Week's Agenda:**

Consists of a listing in table format of the actionable items to complete before the next weekly update, including task descriptions, rough timelines, and success metrics.

- **Comments & Concerns:**

Consists of a brief analysis of comments or observations about other aspects of the project, such as facilities, work environment, and any outside interest in the project. Furthermore, outlines any concerns about the project.

1 03-11-2023

1.1 Supervision Meetings

Date	Agenda	Actionable Items	Attendees
31/10/2023	<ul style="list-style-type: none">• Pinpointing project scope/objectives.• Laying out rough schedule based on project objectives.• Getting started on pre-reading/literature review.• Discussing organisational tips/workflows.• Schedule for re-occurring meetings.	<ul style="list-style-type: none">• Next meeting in person to see existing lighting system. After seeing the existing system, I can decide the avenue I'd like to pursue.• Carry out some rough preliminary research for the 4 potential objectives: improving real-time computing, underwater testing, backscatter depth perception, ML-based backscatter position tracking.	<ul style="list-style-type: none">• Sidharth Shanmugam• Paul Mitchell• Benjamin Henson

1.2 Actionable Items Recap

Actionable Item	Progress Report	Pending Tasks
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No actionable points from the last weekly update.

1.3 Additional Project Updates

Additional Update	Description
Created project journal	<ul style="list-style-type: none">• Created project-journal GitHub repository.• Consisting of Word doc outlining entire project progress.

1.4 Next Week's Agenda

1.5 Comments & Concerns

No comments or concerns at the moment.

Actionable Item	Description	Success Metrics	Target
Preliminary research	<ul style="list-style-type: none"> • Read about each of the 4 objectives, make notes on the technical aspects that would be required for each in project journal. 	<ul style="list-style-type: none"> • Make notes in project journal, discuss during the next supervision meeting. 	Thursday
Next supervision meeting	<ul style="list-style-type: none"> • Next supervision meeting to take place on Thurs 9th Nov @ 2pm at the ISA (Paul Mitchell to send calendar invite). • As discussed in the last virtual supervision meeting, after seeing the lighting system it'll be easier to decide which avenue I want to re-search. • Since the next meeting is at the ISA I may get a tour of the facilities. I can learn about the tools I'll have at my disposal for this project. 	<ul style="list-style-type: none"> • Not very easy to generate measurable success metrics for these items. • Decide on one of the 4 objectives. • Make notes on useful facilities for this project at the ISA in project journal. 	Friday

2 27-10-2023

2.1 Supervision Meetings

2.2 Actionable Items Recap

Since this is the first weekly report and supervision meetings haven't previously taken place, there are no actionable items to reflect on. Therefore, a boilerplate table is provided above to outline the structure for future weeks.

2.3 Additional Project Updates

Since this is the first weekly report and work on this project hasn't commenced yet, there are no additional updates to reflect on.

2.4 Next Week's Agenda

The future week's agenda will be discussed in the upcoming supervision meeting. Above is a boilerplate table to outline the structure for future weeks.

2.5 Comments & Concerns

No comments or concerns at the moment.

Date	Agenda	Actionable Items	Attendees
31/10/2023 (upcoming)	<ul style="list-style-type: none"> • Pinpointing project scope/objectives. • Laying out rough schedule based on project objectives. • Getting started on pre-reading/literature review. • Discussing organisational tips/workflows. • Schedule for re-occurring meetings. • (more to be added if I can think of anything else important) 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Sidharth Shanmugam • Paul Mitchell • Benjamin Henson

Actionable Item	Progress Report	Pending Tasks
<ul style="list-style-type: none"> • Actionable item 1 	<ul style="list-style-type: none"> • Progress report 1 • Progress report 2 • Progress report 3 	<ul style="list-style-type: none"> • Pending task 1 • Pending task 2 • Pending task 3
<ul style="list-style-type: none"> • Actionable item 2 	<ul style="list-style-type: none"> • Progress report 1 • Progress report 2 • Progress report 3 	<ul style="list-style-type: none"> • Pending task 1 • Pending task 2 • Pending task 3

Additional Update	Description
Created weekly updates automation	<ul style="list-style-type: none"> • Created weekly-updates GitHub repository. • Branch contains templates which I update each week. • Jenkins CI/CD to pull the templates, compile LaTeX to generate PDFs. • PDFs then downloaded and emailed accordingly.

Actionable Item	Description	Success Metrics	Target
Actionable item 1	<ul style="list-style-type: none"> • Description point 1 • Description point 2 • Description point 3 	<ul style="list-style-type: none"> • Success metrics 1 • Success metrics 2 • Success metrics 3 	Thursday
Actionable item 2	<ul style="list-style-type: none"> • Description point 1 • Description point 2 • Description point 3 	<ul style="list-style-type: none"> • Success metrics 1 • Success metrics 2 • Success metrics 3 	Wednesday