**Iteration 3 Agenda, Minutes and Reflections**

**Date: 1st October 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala

**Agenda**

* Develop a plan for the Iteration 3 Build
* Assign tasks to each member
* Update the Leankit accordingly

**Next steps**

• *Action item 1*: Implement option to navigate to next page

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 2*: On Learn page, add Impact of Bushfire (Wind Impact)

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 3*: For schools affected section, create separate questions

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 4*: Show characters in different postures

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 5*: Improve visualisation by limiting functions

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 6*: For Risk Map, use shapes to show risk levels and put polygon under points

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 7*: Safety Basics - show live journey

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 8*: For Drag and Drop - Add pictures of the backpack and all items and correct explanations

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 9*: Bushfire Options - Structure like a story

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 10:* Emergency Plan

• Responsible person: Maher, Sira Due date: Sat 5th Oct 2024

• *Action item 11:* Create questions for quizzes

• Responsible person: Manya Due date: Thurs 3rd Oct 2024

• *Action item 12:* Product video

• Responsible person: Everyone Due date: Tues 1st Oct 2024

• *Action item 13:* Machine Learning and Data Preparation

• Responsible person: Thinithi, Chandara Due date: Sat 5th Oct 2024

**Date: Tuesday 8th October 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala

**Agenda**

* Obtain feedback from mentors on the features introduced for Iteration 3, and the data management and security plan
* Assign tasks and update Leankit accordingly

• *Action item 1*: Correct spelling and grammatical errors and make adjustments to the content and language used for target audience

• Responsible person: Manya, Chandara, Thinithi Due date: 11th October 2024

• *Action item 2*: Fix UI issues

• Responsible person: Maher, Sira Due date: 11th October 2024