**Iteration 2 Agenda, Minutes and Reflections**

**Date: 1st September 2024**

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

**Agenda**

* **Welcome and Introductions**
* **Review of Updated Slides**
  + Feedback and revisions for the presentation.
* **Analysis and Design for Iteration 2 Proposal**
  + Overview of analysis findings.
  + Discuss proposed design solutions.
* **Next Steps and Action Items**
* **Any Other Business (AOB)**

**Next steps**

• *Action item 1*: **Finalise Iteration 2 Proposal Presentation slides**

• Responsible person: Everyone Due date: 2nd Sept 2024

• *Action item 2*: **Complete design artefacts and documentation**

• Responsible person: Manya and Thinithi Due date: : 2nd Sept 2024

• *Action item 3*: **Schedule the next meeting**

• Responsible person: Manya Due date: 1st Sept 2024

**Date: 6th September 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Erica Cook

**Agenda**

* Second meeting with Erica (Industry Mentor)
* Give an overview of the Mahara page
* Obtain and record feedback from Erica
* Conduct Stand-up

**Next steps**

**• *Action item 1*: Incorporate ‘spot-the-hazard’ images and prevention education into Iteration 3**

• Responsible person: Everyone Due date: 13th Sept 2024

**Date: 19th September 2024**

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

**Agenda**

* Finalise Iteration 3 A&D Report and Presentation
* Discuss plan for Iteration 2 Build Presentation during IM visit
* Tasks prioritised and assigned for Iteration 3

**Next steps**

• *Action item 1*: Record audio for Recovery Comic and User Manual

• Responsible person: Manya Due date: 26th Sept 2024

• *Action item 2*: Add Games, Quizzes, Simulation Learning, and Badges to website

• Responsible person: Maher, Sira Due date: 26th Sept 2024

• *Action item 3*: Start developing Machine Learning Weather-Based Bushfire Simulator

• Responsible person: Thinithi, Chandara Due date: 26th Sept 2024

**Date: 20th September 2024**

**Attendees**: Chandara Khvan, Maherali R Vijapura, Manya Bhatia, Siramade Apivirasirikul, Thinithi Bulathsinghala, Nelly Li, Patrick Kennedy

**Agenda**

* Present Iteration 2 build to Industry Mentor
* Close feedback loop from previous visit with Industry Mentor
* Present Iteration 3 Analysis and Design Report to BA Mentor
* Present Iteration 2 Build to Tech Mentor
* Obtain feedback on all deliverables

**Next steps**

• *Action item 1*: Add button to next page

• Responsible person: Maher, Sira Due date: 25th Sept 2024

• *Action item 2*: Differentiate Map through colour and shape

• Responsible person: Maher, Sira Due date: 25th Sept 2024

• *Action item 3*: Buttons to take kids through

• Responsible person: Maher, Sira Due date: 25th Sept 2024

• *Action item 4*: Reduce options for kids to click on

• Responsible person: Thinithi Due date: 25th Sept 2024