

Present: Dylan Rowsell, Harley McLachlan, Anika Sheikh, Riku Makita, Adham Sorour, Raman Kaur

Purpose: Split into teams and discuss workflow

Minutes:

Meeting started at 8:32PM on 2022-06-15 by Dylan

A. Team/Work structure suggestions

- Dylan + Harley: Split into Hardware, Software, and Embedded
 - o Harley's Concern: Not enough work in Embedded for it to be a separate team
 - When he does RFID, he assumed some of the job is reading what RFID is sending. Then What would his job be if it is just Hardware?
 - o Dylan mentions it is not necessary to be stuck onto one team
 - o Embedded: communication between
 - RFID and PI
 - Server and PI
 - Screen and PI
 - o Embedded can be one person who is also part of another team
 - o Hardware: Battery solution, tags, physical case, communication of modules physically
 - o Software: server, database, app
- Adham: Split tasks into smaller issues on GIT. People can pick up different issues. This way we avoid segregation.
 - o Anika's concern: This may create an unorganized work pipeline
 - o Raman's concern: Some tasks may not be taken by anyone
 - o Splitting into team might improve communication as well
- Dylan suggests merge of 2 ideas
 - o 3 tags on Gitlab for 3 different teams
 - o If you want to pick up a task from another team, you must contact that team first
- Harley: Figure out how much work is needed in one block without requiring other blocks. This is to avoid block in work pipeline and promote parallel work.
- Find out ways to track blocks on tags on GitLab

B. Final Teams

- Hardware: Raman, Riku, Harley
- Software: Dylan, Adham, Anika
- Embedded: Crossover of Hardware and Software

C. Things to do before next meeting

- Dylan: Create 3 tags on Gitlab for the 3 teams
- Create Channels on Discord for different teams and decide on meetings between the teams separately
- Software Team: start to decide on architecture and technology to use for app
- Hardware Team: start deciding hardware implementation

D. Next Meeting

- TBD on Discord channel

Meeting is adjourned at 9:06PM