

# Meeting Minutes

24/03/2021

21:00

## Attendees

### Team

- ❖ Andrew Smith
- ❖ Adam Blewitt
- ❖ Darren Sheehan
- ❖ Pat Funnell

### Management

- ❖ David Tien

### External

- ❖ Team 3 (Information session with both groups)

## Apologies

### Team

- ❖ Cameron Nyberg

## Agenda

- ❖ Meeting content
  - See below.
- ❖ Issues and Challenges
  - ❖ Information slow to come through, both David and DCS have the gears
- ❖ Review Previous Iteration Work Items
  - ❖ NA
- ❖ New Iteration Work Items
  - ❖ NA
- ❖ To Be Actioned
  - ❖ Keep moving forward with AWS certification training.
  - ❖ Keep working on LCOM.
- ❖ Assigned Roles

## Meeting content

- ❖ David wanted to relay information to us to move forward.
- ❖ David had an hour meeting today with DCS, 3 people attended
- ❖ Maria is the project manager.
- ❖ David talked about his and Jim Tulip's graduates in DCS (nothing important there)
- ❖ David says we can move forward - Says we have enough "Information".
- ❖ David discusses how our lack of familiarity with the environment is one of our biggest weaknesses but has stated that we keep moving forward and Intellify will be responsible for setting up the environment that we will be working.
- ❖ David is excited about the prospects of the project.
- ❖ Passing AWS certification is crucial to moving forward as a team, David to give us a voucher at some stage valued at \$100USD to be able to schedule and complete our exam.
- ❖ After this meeting, proceed full speed for LCOM documents. Not due immediately, a slight extension.
- ❖ David wants to meet again next week, another standard Zoom meeting.
- ❖ Dangerous part, we are asking DCS for something, not just for our group this project is.
- ❖ David acts as our boss for this project / project liaison.
- ❖ Working hard and preparing well for each stage will ensure we get good marks.
- ❖ Project is big money, important to work hard and get through the project.
- ❖ Continuous improvement
- ❖ David says if waiting on things, ask questions and keep moving forward. Don't just sit on it. Same goes for quality and changes required on the aspects of planning and development.
- ❖ David asked about meetings together with team 3 just whilst we are getting started.
- ❖ Awaiting voucher for AWS certification, David believes we are going to receive this within the next few days. Need to be ready for this exam.
- ❖ DCS may want to talk to us at some stage.
- ❖ David's shortcoming in this project is his knowledge of AWS, we the student team have conducted more training and have a greater understanding.
- ❖ Team needs to use packages for this project, not create them. Use packages to get data and manipulate it, etc.
- ❖ Image processing is out of scope, there is a package available in amazon called Amazon Rekognition. Pat Funnell highlighted this. Will need to create a training model but will be utilising the existing amazon image processing.
- ❖ Feature extraction in image processing.
- ❖ Going to make something up for frontend, AWS to be backend.
- ❖ David said to create a "Sexy" frontend.
- ❖ Intellify/DCS will give us logins to the AWS environment once we have passed our certification.

- ❖ Legal stuff (DCS and intellify to take care of, not our problem)\
- ❖ Potentially a front end app to take our data from the project and make an app or web app kind of thing (potentially ASP.NET, that is Pats pick)
- ❖ We are slowly going to be fed information.
- ❖ NFRs still outstanding.
- ❖ End of iteration 1, pushing forward regardless of DCS progress. Finish up LCOM stuff and reassign new outstanding tasks.