

# Meeting Minutes

16/03/21      21:00

## Attendees

Adam Blewitt  
Andrew Smith  
Cameron Nyberg  
Darren Sheehan  
David Tien

## Apologies

N/A

## Agenda

- ❖ David asked team what we have completed so far
  - Adam: we have been through two team meetings to discuss operational systems, repository, push notifications, iteration plan, and charter
- ❖ Housekeeping
  - Tuesday 9pm will be a recurring meeting time
  - David holds high hopes for this group, assigned project to this group
  - Still gathering project details
- ❖ Feedback
  - Team Wiki scaffolding needs to be done
    - Team Charter
      - Vision
      - Risks
      - Ground Rules
  - Skeleton of iteration plans
  - Set up LCOM page

- Set up PMAS page
- ❖ Delay from DCS due to formal approval process
  - Will likely have a sit down meeting next Monday (David & AWS?)
- ❖ David quizzed team on what we know about AWS
  - What is AI? What is big data processing?
  - Project will be related to one of the two areas
- ❖ Work items
  - Learn how to use AWS platform
    - ML training and classification
  - Listen to his recording in Group 5 Discussion
    - [https://charlessturt.zoom.us/rec/share/J-0zUimp-h3eqKQ9X9quyCxZmxPVayCeyrLjgUg1A-rf1rWTWYwjz\\_iJrcfl4Cp.ZU-dUYHEv4Yv83J5](https://charlessturt.zoom.us/rec/share/J-0zUimp-h3eqKQ9X9quyCxZmxPVayCeyrLjgUg1A-rf1rWTWYwjz_iJrcfl4Cp.ZU-dUYHEv4Yv83J5)
- ❖ Next meeting in two weeks, but likely to have another meeting beforehand
- ❖ Adam - will we be liaising through David for project specifics or will we have a point of contact with DCS?
  - Both; David will be in charge of day-to-day details, DCS point of contact will provide project specifics
- ❖ Andrew - where should we post fortnightly blog
  - Assessment 1 (Blog) link (?)
- ❖ Darren - do people who filled out first blog link need to redo?
  - No
  - Will provide link to contents of first blog post
- ❖ Send David SMS reminder before next meeting
- ❖ Guaranteed to have problems
  - Successful project completion will really help those that come after us