**Date:** 12th February 2019

**Not In Attendance: N/A**

**Meeting agenda:**

1. Poster
2. Show existing system
3. Discuss system deployment issues
4. Video
5. UI design
6. User Manual

**Meeting discussion:**

* **Poster** -Exclude topics that are not related to work that has been done by team e.g. RFID reader, NFC tags, solar panels, mesh network. Talk about 2 phases of project. Phase 1 - Requirements and interaction with the client, decision making on technologies used to create system & justification why it has been chosen. Phase 2 - development and UI design.
* **Existing system** - Improve some UI aspects e.g. make background dark when pop up windows appear. Priority number 1 - work on report export.
* **System deployment issues** - package all the dependencies so that it can be installed on site without an internet connection and with minimal hassle.
* **Video** - short 5 minutes overview to show how system works. Doesn’t need to have effects. Can be just recorded screen with voice in the background.
* **UI design** - Colour validation done.
* **User manual** - important aspect of user centered design, needs to be included in project corpus.

**Actions:**

* **All:** Decide on most important features of the project to include on poster. Think about what part of project each member of group was responsible for and what value it added to the project. Work on Technical report
* **Elina:** Contact Debbie to arrange system tryal next week. Finalize poster.
* **Karlis:** Work on User Management and ZigBee setup
* **Priyesh:** Finish Live View, work on CSS, update database diagram.
* **Afzi:** Work on single bird View and bird table view. CSS - match layout and colours to UI prototype.