**Meeting Minutes**

**Date:** 4th October 2018

**Not in Attendance:** N/A

**What’s Been Done since the Previous Meeting:**

**All:** Schedules checked and shared with group to sort out fixed dates for meetings going forward and decided on Tuesday 11am for Supervisor Meeting and Thursday 1pm for Group Meeting. Read through material sent by the client (Debbie) and prepared thoughts to be discussed in this meeting.

**Elina:** Emailed the Supervisor with the proposed meeting time and confirmed with the group that the time was accepted starting the week after (week commencing 8/10/2018).

**Meeting Discussion Points (notes to aid in next section):**

After reading what was sent by Debbie there was some additional information that came to our attention and that was:

* A map or rough sketch of the layout of the hopper and station, particularly the distances between them so that we can determine power sources and means of communications between station and hoppers.
* How much power can the solar panels provide to us (would it be enough to setup a local wireless network between station and hoppers for data transfer and powering reader)
* The data that is currently being recorded by the field team so that we can develop a requirement list for our system
* The type of system they would want, i.e. a mobile/tablet app capable of displaying the information or a desktop/web-based solution, or even a combination of the two (such as a website that works on desktop and mobile)

Also touched on was then means of storing the groups work and we decided to use university provided GitLab space as it was the most logical option.

We discussed how we would structure our meetings and work going forward and although not concrete, yet we plan on a form of agile working with weekly 1-hour meetings acting as both our Sprint planning for the week ahead and a retrospective for the previous week. There are still details to discuss in terms of roles and finalising how we will work, possibly some input from the supervisor and looking at past projects will prove useful in this.

Finally, we thought of some questions that would be useful to ask our Supervisor in our next meeting, including:

* Is there an RFID reader and ring available for demonstration of how the technology works in terms of what the reader would output, programming an RFID chip, what language would work with the available tech?
* Any examples of possible communication methods between the reader and a computer that you have had experience with that could be useful for our situation and where we could look to learn more about how to implement it?
* What counts as technical work in a project such as this for someone who isn’t fully comfortable with coding, i.e. would writing technical documents count? Is it more about understanding the technical side of the system then just writing the code for it?

**What’s Being Done for next meeting:**

**All:** Look at examples of past projects on Moodle and think about and note anything that could be adapted in our process, any documentation that would be good to have or any project practices that look like a good idea to adapt. **Kārlis, Afzaal & Priyesh:** Think on the more technical aspects of the project, do some light research on what we could use in implementation and possible strategies for power management and data transfer.

**Elina:** Write up meeting minutes, check with group and then send minutes to Supervisor by close of play Friday. *(Elina will be the taker of minutes in meetings, with help from the rest of the team for extra detail when needed)*

**Priyesh:** Write up and send an email to Debbie *(in less technical terms)* before the end of the week to get the information we marked as missing during this meeting and report back to the group when a response is received.