

MEETING MINUTES - <Soil Moisture Monitoring Project> <Group 2>

Date of Meeting: 28-08-2024

Location: Barry J Marshall Multimedia Room4

Chair: All Team Members

Minutes Prepared By:

Udaymithra Kalla

1. Purpose of Meeting *(add rows as necessary under banner headings)*

Discussed team miscommunication issues regarding quality of work, proactiveness, and responsibility.

2. Attendance at Meeting

Name	Department / Division	E-mail	Phone
Asad Maza	IT	21211711@student.uwa.edu.au	N/A
David Shang	IT	24071326@student.uwa.edu.au	N/A
Dharani Kumari Nagali	IT	23870369@student.uwa.edu.au	N/A
Hanni Bao	IT	23888818@student.uwa.edu.au	N/A
Udaymithra Kalla	IT	23858856@student.uwa.edu.au	N/A

3. Meeting Agenda

1. Discussion on team miscommunication
2. Responsibility and proactiveness in task completion.
3. Compatibility of soil moisture sensors

4. Meeting Notes, Decisions, Issues

1. Team Miscommunication: Issues were raised regarding the quality of work and the level of proactiveness among team members.
2. Responsibility: The need for clearer allocation of responsibilities was discussed to ensure better project outcomes.
3. Action Item: Bella Bao is assigned to research a more compatible soil moisture sensor that can measure different depths and work with the current project setup.

5. Action Items

Action	Assigned to	Due Date	Status
Research compatible soil moisture sensors measuring different depths	Bella Bao	As soon as Possible	Pending
To take responsibility and participate proactively in the next meetings and complete the tasks on time	All team members	As soon as Possible	Pending

6. Next Meeting

Date: 30/08/2024		Time:	1:15pm	Location:	CSSE Department 207
Agenda:	To discuss on our progress after the deliverable1				