

MEETING MINUTES – Real Time Soil Moisture Monitoring System – Group 02

Date of Meeting: 21/08/2024

Location: Ezone, M1 Barry J

Chairs: Asad Maza

Minutes Prepared By: Hanni

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

1. Weekly Meeting with Project Facilitator (11:30AM-12:00PM)

The meeting focused on project deliverables and time management.

2. Team Meeting – Continue Deliverable 1 (11:00AM -1:30PM)

The team discussed the need to streamline the project report, and we plans to finalize the deliverable 1 and present it to the client, ensuring alignment with client requirements and capabilities.

2. Attendance at Meeting

Name	Department / Division	E-mail	Phone
Yanchen Zhao	Project Facilitator	yanchen.zhao@uwa.edu.au	N/A
Asad Maza	MIT – Group 2	21211711@student.uwa.edu.au	N/A
David Shang	MIT – Group 2	24071326@student.uwa.edu.au	N/A
Dharani Kumari Nagali	MIT – Group 2	23870369@student.uwa.edu.au	N/A
Bella Bao	MIT – Group 2	23843181@student.uwa.edu.au	N/A
Hanni Bao	MIT – Group 2	23888818@student.uwa.edu.au	N/A
Udaymithra Kalla	MIT – Group 2	23858856@student.uwa.edu.au	N/A

3. Meeting Agenda

- Progress Update to Facilitator:** Introduction of our progress to the facilitator.
- Team Member updates:** Each member reports their progress.
- Review Last Week's Tasks:** Consolidate tasks from last week to identify issues.
- Task Assignment for Next Two Days:** Distribute tasks for the upcoming two days.

4. Meeting Notes, Decisions, Issues

Team Meeting – Continue Deliverable 1

Issues and Details

1. **Time Management:** Aiming for 10 hours per week, try to no additional time.
2. **Component Submission:** A bill of components, including specific sensors, try to ensure materials are ready for use after meeting with the clients this Friday.
3. **Submission Requirements:** Deliverable 1 has specific requirements that should be met, focusing on the quality and timeliness of submissions.
4. **Content Reduction:** Due to page limitations, the report focus primarily on the most critical aspects of the project. Every teammate try to shorted the content.
5. **Appendices:** Any detailed information that cannot be accommodated within the main sections should be included in an appendix to avoid overcrowding the primary report content.
6. **Prototype Improvement:** Continuous improvement of the prototype, adapting based on feedback and testing outcomes.
7. **Peer Reviews:** Team members are encouraged to report any conflicts or issues to Tingting or the Facilitator to ensure they are addressed promptly.

5. Action Items

Action	Assigned to	Due Date	Status
Continue Deliverable 1	All	ASAP	Work In Progress

6. Next Meeting

Date:	23/08/2024	Time:	TBA	Location:	CSSE Building
Agenda:	About Deliverable 1				