

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

Date of Meeting: 26/07/2024

Location: F2F, Barry J Multimedia Rm4

Chairs: Asad Maza

Minutes Prepared By: Bella Bao

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

Team Meeting 1 – Getting to know each team member 12:15PM – 12:45PM

This is our 1st team meeting to meet and greet each other.

2. Attendance at Meeting

Name	Department / Division	E-mail	Phone
Asad Maza	MIT – Group 2	21211711@student.uwa.edu.au	N/A
Bella Bao	MIT – Group 2	23843181@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
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

Team Meeting 1 – Getting to know each team member 12:15PM – 12:45PM

1. Meet and greet each other
2. Discuss team experience
3. Discuss about project management
4. Discuss code of conduct

4. Meeting Notes, Decisions, Issues

Team Meeting 1 – Getting to know each team member 12:15PM – 12:45PM

1. Regular Meetings Arrangement:

- **Format:** Face-to-face
- **Time:** To be determined using an Excel sheet to accommodate everyone's preferences
- **Duration:** 30 minutes to 1 hour

2. Team Experience:

- All members have completed the IoT unit.

3. Project Management:

- A GitHub group project will be created with all members added.
- Assigned client contact of point as Asad

4. Communication:

- The main form of contact will be Microsoft Teams.

5. Project Preference:

- The team agreed that project 1 IoT project is the most suitable, followed by project 19 and 7.

5. Action Items

Action	Assigned to	Due Date	Status
Code of Conduct Draft	Asad	30 th Jul	Work In Progress
Contact client	Asad	30 th Jul	Work In Progress
Create Github repository	Bella	30 th Jul	Work In Progress

6. Next Meeting

Date: TBA		Time: TBA	Location: TBA
Agenda:	TBA		