

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

Date of Meeting: 14/08/2024

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 4 – Client Meeting Debrief & Deliverable 1 Discussion: 11:50AM – 13:30AM

This is our 4th team meeting, the plan was to debrief our next client meeting, and discuss the deliverable 1 report before presenting to client.

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 4 – Client Meeting Debrief & Deliverable 1 Discussion: 11:50AM – 13:50AM

1. Debrief of Client Meeting
2. Discuss meeting time and send invitation
3. Discuss about deliverable 1
4. Assign work to each team member

4. Meeting Notes, Decisions, Issues

Team Meeting 4 – Client Meeting Debrief & Deliverable 1 Discussion: 11:50AM – 13:30AM

- Agenda of meeting with Rachael on transmission discussed.(We will give project background, potential network communications ideas, and what testing to conduct)
- Meeting time confirmed and invitation sent to Rachael and clients.
- Agreed that deliverable 1 report to be finished by Friday for client review
- Internally Review and edit the draft deliverable 1 report based on rubric and requirements. Confirmed structure and content to cover based on the sample report.
- Assign each group member to edit each part. Agreed to get it done by Thursday for internal review.
- John Deere platform access is gained, however still need further support, which will be brought up on client meeting on Friday.

5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Deliverable 1 Draft	All	14 th Aug	Work In Progress

6. Next Meeting

<i>Date:</i> 21/08/2024		<i>Time:</i>	11:30am	<i>Location:</i>	Barry J
<i>Agenda:</i>	TBA				