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

Date of Meeting: 18/09/2024   **Location:** M4 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 Hardware and Software Tasks (12:00PM -1:30PM)

Discuss the work progress of each team member,also need to discuss the outline of integrating all tasks, and some technical issues of software and hardware

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

1. **Progress Update to Facilitator**: Introduction of our progress to the facilitator.

2. **Team Member updates**: Each member reports their progress.

3. **Review Last Week's Tasks**: Consolidate tasks from last week to identify issues.

4. **Task Assignment for Next step**: Distribute tasks for the upcoming days.

4. Meeting Notes, Decisions, Issues

Team Meeting – Continue Hardware and Software Tasks

1. Discussed the current work progress with Yanchen, who reminded us about the rubric requirements for the individual report and highlighted issues faced by other teams, advising us to be cautious.

2. Continued updating the progress of each team member, and collectively solved several technical issues related to both hardware and software, particularly focusing on power management, LoRa communication, and the web dashboard.

3. Tasks between team members were interconnected, so relevant members coordinated their work to avoid any mistakes.

4. Discussed the marks for Deliverable 1, and the team felt the marks was not very fair. Uday was selected to confirm this with Professor TingTing after the lecture on Friday.

5. There were missing meeting notes from previous sessions, and the assigned note-taker was asked to re-upload the records.

6. Continued to refine each team member's specific tasks, ensuring clear ownership and timeline for completion. Each team member will provide a progress update at the next meeting.

5. Action Items

Action	Assigned to	Due Date	Status
Continue Hardware and Software Tasks	All	ASAP	Work In Progress

6. Next Meeting

Date:	25/09/2024	Time:	TBA	Location:	CSSE Building
Agenda:	Hardware and Software issues				