

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

Date of Meeting: 11/09/2024

Location: Booth4, Reid library

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 focuse on project deliverables and time management.

2.Team Meeting – Hardware and Software Tasks (11:00AM -1:30PM)

Discuss technical issues about software and hardware.

2. Attendance at Meeting

| <i>Name</i> | <i>Department / Division</i> | <i>E-mail</i> | <i>Phone</i> |
|-----------------------|------------------------------|-----------------------------|--------------|
| 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 Two Days:** Distribute tasks for the upcoming two days.

4. Meeting Notes, Decisions, Issues

Team Meeting – Continue Hardware and Software Tasks

Issues and Details

1. Show the last week work with Yanchen
2. **Update on individual progress:**
 - a. **Dharani:** Sensors design and implementation – Almost complete.
 - b. **Uday:** Power management – Continuing to work on technical problems.
 - c. **Hanni:** Sensor board and Gateway communication – Waiting for components to handover.
 - d. **Bella:** Dashboard design – Continuing to work on the interface.
 - e. **David:** Gateway design and implementation – Almost complete using mock data.
 - f. **Asad:** Database design – Waiting for other team members to complete related tasks, and continuously providing technical guidance and feedback at every step.
3. **Client meeting preparation:** The content for Friday's client meeting was discussed, with Uday taking the lead in hosting the meeting.
4. **Feedback on current progress:** Each team member shared their thoughts on the current work progress and reconfirmed their individual tasks to ensure alignment.
5. **Plan for upcoming tasks:** A detailed plan for the next stages of the project was laid out, with clear task assignments and deadlines for each team member to follow.

5. Action Items

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

6. Next Meeting

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|---------|---------------------|-------|-----|-----------|---------------|
| Date: | 13/09/2024 | Time: | TBA | Location: | CSSE Building |
| Agenda: | About Deliverable 1 | | | | |