Meeting Notes

***Meeting Agenda*** – Welcome new team member Levi. Brief the project to new member. Initial discussion about coding work and set up the coding environment.

***Meeting Attendance:***

Andrew Leong (u6283651)

Balaji Radhakrishnan (u7322353)

Yixin Lu (u7411857)

Zhengdao Zhou (u6706891)

Levi Zhang (u6972739)\

Bhargav Ashok was absent due to personal reasons, The team was informed about this prior to the meeting.

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| ***Meeting Notes:*** | ***Meeting Duration – 60 minutes*** |

1. All present team members brief on what they have done after the last meeting until the current meeting.
   1. Balaji and Andrew have been working on the ConOps document and finalising requirements needed for Audit 1.
   2. Andrew finalised the presentation needed for the audit 1 session.
   3. The team reviewed and gave feedbacks on both the ConOps and presentation and finalised them.
   4. The remaining parts from the ConOps was the financial breakdown, that the client (Marco) said would give it by the end of the day or the next day and Bhargav’s section of the ConOps, which will be done by the end of Tuesday (7/03/2022).
2. In terms of the software side, Zhengdao, Yixin and Levi informed the team about the progress.
   1. Yixin worked on the GUI for the raspberry pie and showed a prototype view.
   2. Levi had all the components that Marco handed over, and was working on the programming for the raspberry pie.
   3. Levi and Zhengdao planned to meet up and handover the parts to Zhengdao, who would then work on the control of the system and the current limiter.
3. A Few questions were brought up by the team which would be asked when meeting with the client. The first question was on how the GUI should look like in terms of client expectations and about the raspberry pie not fitting the given case.
4. The next stages of the project were discussed and each person’s new tasks were outlined.
   1. Balaji and Andrew will work on the Functional analysis and the systems engineering side of the project.
   2. Balaji and Bhargav will work on meeting with the electrical engineer and sorting out the current limiter, and what comes after the meeting.
   3. Andrew will join the software development team and help out wherever necessary.

***Meeting Outcomes:***

1. Discussion about the ConOps and presentation for audit 1
2. Understanding of the progress made by each team member present in the meeting.
3. Questions that need to be talked with Marco (as listed above).
4. Things to be done moving forward with the project.

***Current Deliverables[[1]](#footnote-1):***

1. Meet with the client during the weekly meetings (Thursday 1PM) and discuss the Project milestones which will then be updated onto the ConOps. The Work breakdown structure and the Gantt chart will be made after that.
2. Signing off from the client will happen sometime during the week.
3. Yixin, Levi and Zhengdao will continue to work on the software side of the project.
4. The meeting with the electrical engineer to discuss about the current limiter will happen sometime during the week.

1. Current Deliverables: Refers to immediate tasks that need to be performed prior to the next meeting. [↑](#footnote-ref-1)