

Subsequent edit should be done on MS Teams

Week 1 Day 1

Meeting Name:	Week 1, Day 1 Meeting Minutes		
Minute Taker:	LIANG WEI HAO	Approved By:	Everyone
Minutes Taken:	1 hour 30 minutes		
Date & Location:	16/08/2021, Online meeting in Discord and Zoom		

Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (1 hour)

Summary minutes and action points
Drafted proposal
Discussion with professors on proposal and idea
Delegated topics to each team member to research on
Drafting of storyboard, product visualization

Action Items (Task)	Due Date	Assigned To	Status
Research on topics 1- 5	17/08/2021	Everyone	Completed
Drafting of storyboard, product visualization	17/08/2021	Everyone	Completed

Rolled Over Action Items (Task)	Reason for Late
None	Not Applicable

Week 1 Day 2

Meeting Name:	Week 1, Day 2 Meeting Minutes		
Minute Taker:	RYAN CHAI HENG EE	Approved By:	Everyone
Minutes Taken:	2 Hours		
Date & Location:	17/08/2021, Online meeting in Discord		

Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG, DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (2 hour)

Summary minutes and action points
Research sharing session
Individual concept sharing for project
Identifying strength and weakness of each concept
Finalized 2 concepts

Drafting of project gantt chart

Updating on admin work (documents to be included inside github wiki)

Action Items (Task)	Due Date	Assigned To	Status
Preparation of consultation on 18/08/2021	18/08/2021	Everyone	Completed

Rolled Over Action Items (Task)	Reason for Late
Completion of proposal	Require feedback from prof regarding the team's project concept

Week 1 Day 3

Meeting Name:	Week 1, Day 3 Meeting Minutes		
Minute Taker:	DOUGLAS TEE	Approved By:	Everyone
Minutes Taken:	5 Hours		
Date & Location:	18/08/2021, Online meeting in Discord		

Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG, DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (Total 5 hours)

Summary minutes and action points
Establishing documents required (Target Audience, Needs Statement, QFD)
Performed QFD to determine needs specification
Research into ways to implement Machine Learning into project

Chose final concept to work on

Added new functions to concept to fulfill needs specification identified from QFD

Action Items (Task)	Due Date	Assigned To	Status
Research on cleaning effectiveness of devices	19/09/2021	Clif	In Progress
Draw 3D sketch of concept	19/09/2021	Shaw	In Progress
Work on Project Report	02/09/2021	Everyone	In Progress

Rolled Over Action Items (Task)	Reason for Late
Completion of proposal	Merged into Work on Project Report task.

Week 1 Day 5

Meeting Name:	Week 1, Day 5 Meeting Minutes		
Minute Taker:	LIANG WEI HAO	Approved By:	Everyone
Minutes Taken:	5 Hours		

Date & Location:	20/08/2021, Online meeting in Discord
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Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG, DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (Total 5 hours)

Summary minutes and action points
Established market research
Consultation with Professor
Removal of camera feature from MVP
Retouchup on design
Changes of 2.8inch model screen to the alternative model for usage of GPIO pins

Action Items (Task)	Due Date	Assigned To	Status
Servomotor	21/08/2021	LIANG WEI HAO	In Progress
Touchscreen display	21/08/2021	Ryan Chai	In Progress
Water Pump & Relay	21/08/2021	DOUGLAS	In Progress

Touchup on 3D design	21/08/2021	SHAW	In Progress
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Rolled Over Action Items (Task)	Reason for Late
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Week 2 Day 1

Meeting Name:	Week 2, Day 1 Meeting Minutes		
Minute Taker:	RYAN CHAI	Approved By:	Everyone
Minutes Taken:	7 Hours		
Date & Location:	23/08/2021, Online meeting in Discord, online meeting with SIT and Glasgow prof		

Present	Apologies / Absent
KHOR SHAW HERNG	MOHAMED MIKAIEL MOHAMED RAFFI'EE
TEE WEI YANG, DOUGLAS	
RYAN CHAI HENG EE	
LIANG WEI HAO, CLIF	

Agenda – Standup Meeting (Total 7 hours)

Summary minutes and action points

Team have done a lot however, the team should articulate it out so as to not short change ourselves

Should proceed on with storyboard

Each component should be completed as soon as possible and proceed on with the integration

Machine learning can not be included. However, the team should show how the product could clean efficiently

The team could justify in plain text on choosing heated fan (hairdryer) over UV light

Consider lowering the cost further and how to do it

Further expand on the thoughts regarding electronics and the sensors needed

Action Items (Task)	Due Date	Assigned To	Status
3D design	25/08/2021	SHAW	In Progress
UI design on touch screen	24/08/2021	RYAN CHAI	In Progress
Water Pump, Relay and sensors	25/08/2021	DOUGLAS	In Progress
Material preparation for trial	24/08/2021	WEI HAO	In Progress
Machine learning	25/08/2021	Ryan & Wei hao	In progress
Sensors integration	25/08/2021	Everyone	In progress

Rolled Over Action Items (Task)	Reason for Late
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Clif → Ryan → Douglas → Shaw