Project Proposal Meeting

Meeting Minutes

## 28/10/24 1pm

## MVB

**Attendees:** Henna, Steven, Sam & Jennie

**Apologies:** Haoran

**Meeting Chair:** Henna

**Notetaker:** Jennie

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Detail** | **Resulting Action** | **Action Owner** |
| 1. <Introduction> | All agree Vodafone project good. Know that it is a research project and a masters project. | Wait until Robert confirms its availability | All/ Robert |
| 1. <Review previous actions> | * Wifi Mesh Networks suggested- multiple WAPs, turn on and off using a neural network * SmartHome idea our backup plan- easy to break into sections |  | Sam  All |
| 1. <Team Member Reports> | * Haoran not present- need confirmation of his attendance or not |  | N/A |
| 1. <Additional Items for Discussion> | * Agree that Vodafone workshops would be beneficial |  | All |
| 1. <Additional Items for Discussion> | * Agreed on team charter |  | All |
| 1. AOB |  |  |  |
| 1. Next Meeting | * 29/10/24 – 4:30 * MVB- Robert’s Office * Meeting Chair: <Team Member name> * Notetaker: <Team Member name> |  |  |

All actions are recorded here: <insert link to Action Tracker>

All decisions and/or meeting minutes are stored here: <insert link to Action Tracker>