A3 Group #10 – Meeting 4 (10.08.2021)

Group members present: Adam, Alex, Karsten, Paul, Ashley, Jessica

We discussed the sensor distance to the gate and what transmission method to use cable or Wi-Fi. Wi-Fi might risk communication failure when the router goes down but can send messages to mobile phones. A Cable could be a trip hazard but can run on skirting boards. To clarify some details.

The website layout was agreed upon, and we changed the branding to BBG company instead of A2 Group#10 and added an A2 menu item.
Image headers will be continued for the remaining pages as well.

What needs to be done
- We can use the marketing section from A2 for Overview -> Landscape section in A3.
- Risks & Timeline needs to be newly written.
- The majority of work takes place in the Description Section
- In group Processes to be added
- Career Plans new for this assignment

Actions:
- Adam: Update schematic drawings of Arduino, now with LASER diode
- Karsten: Flesh out the website and prepare for content
- Paul: Finish list of risks, write out in some sentences
- Adam/Karsten: Job Ads to create: Engineer, Product Designer, Marketing Manager, Operations Manager
- Jessica: Will copy salvageable content from A to A3 Master Document
- Jessica: Add a statement for the video script.
- All: About 15 min video sessions throughout this week for A5 video

Video Production:
Ashley will collect more footage over the week for the video for A5, e.g., Filming his nephew and starting with Act I. Adam will have to shoot some footage as well. Being the CEO of the company, he plays a significant part. More details about how the video will be organised.
Alex requires all of us for a one-to-one interview sometime this week.

Absentee rules discussed
Communication should get better, and if we need something from someone, we need to add the @ in the chat so that notifications get triggered. Replies should be within a 24-hour time frame. Communication is expected when there are things hindering project participation.

Possible close-out meeting after submission of assessments.

The next team meeting is Tuesday 10. August 2021 from 8:00pm to 9:00pm