KV6002 MEETING MINUTES

Location: CIS

Date: 2nd March 2019

Time: 11:15

Agenda Items

1. It was agreed that the design and development of sub-systems should begin from next week, and designs for each sub-system are to be agreed by all team members before development begins.

2. The sending of device readings was discussed as a group, and it was agreed that data would not be updated in intervals and would only update if the reading value increased or decreased by a specified amount (such as a change of value by 0.5).

3. Only dummy data will be used whilst testing each sub-system for the overall product to ensure that it functions as expected, until readings can be received accurately.

4. It is important that the web application developed is mobile friendly, as this is replacing a mobile application.

5. The questionnaire should include a question for determining the purpose of the website, whether it has a corporate front, with abilities to log in and manage devices, or, is solely for the management of a device.

Action Items	Owner(s)	Deadline	Status
Develop and agree product design diagrams, including; (1) **product wireframes**, (2) **ERD**	JC, AN, CM	04/03/19	New
Create file structure for web application	CM	04/03/19	New
List a minimum of three questions based on literature and product reviews for each sub-system to gather requirements.	All	06/03/19	New
Completion of a single device build	ZA	06/03/19	New

KV6002 MEETING MINUTES

Location: CIS

Date: 11th March 2019

Time: 10:00

Agenda Items

1. Continue with the development of the individual subsystems.

2. Gave brief overview of each other's statuses and how far along everyone is.

Action Items	Owner(s)	Deadline	Status
Finish an MVP product of each subsystem	All	18/03/19	New
Implement the answers from questionnaire with client	All	18/03/19	New

KV6002 MEETING MINUTES

Location: CIS

Date: 18th March 2019

Time: 10:00

Agenda Items

1. MVP product progress is to be determined.

2. Completed MVP subsystems should be explained so that the rest of the group can understand them, which will aid in joining subsystems together to form the whole product.

3. For subsystems not at the MVP stage, blockers will be discussed to overcome issues.

Action Items	Owner(s)	Deadline	Status
Get end to end demo	All	30/03/19	New
Implement live data for subsystems that require it	All	25/03/19	New

KV6002 MEETING MINUTES

Location: CIS

Date: 25th March 2019

Time: 10:00

Agenda Items

1. Product progress is to be determined.

2. Individual subsystem updates from each group member

3. Comparison between what each subsystem is and to the objectives that were outlined in the TOR

Action Items	Owner(s)	Deadline	Status
Get end to end demo with live data	All	03/04/19	Ongoing

KV6002 MEETING MINUTES

Location: CIS Ground Floor

Date: 5th April 2019

Time: 12:00

Agenda Items

1. Continue progressing with sub-systems, taking note that we will need time to test.

2. Update all group members on current progress, and what each hope to achieve.

Action Items	Owner(s)	Deadline	Status
Progress with individual sub-system	All	12/03/19	New
Keep group members updated on status and progress	All	12/03/19	New