# **MEETING MINUTES – Design Project B Team 12**

| **Date of Meeting:** <17/03/2017> | **Location:** Midday; Arts G05 **Chair: Steven Bardzovski** |
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| **Minutes Prepared By:** | Mark Mazzoni |
| 1. Purpose of Meeting | |
| Group meeting to describe progress and check we are on task | |

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| 2. Attendance at Meeting | | | |
| Name | Department / Division | E-mail |
| Dr Sally Male | ECM | sally.male@uwa.edu.au |
| Ms Catherine Hatch | ECM | catherine.hatch@uwa.edu.au |
| Jessica Armstrong |  | [21149475@student.uwa.edu.au](mailto:21149475@student.uwa.edu.au) |
| Steven Bardzovski |  | [21121998@student.uwa.edu.au](mailto:21121998@student.uwa.edu.au) |
| Xiaobin Lin |  | [21566849@student.uwa.edu.au](mailto:21566849@student.uwa.edu.au) |
| Mark Mazzoni |  | [105511491@student.uwa.edu.au](mailto:105511491@student.uwa.edu.au) |
| Shaochen Wang |  | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Jie Zhang |  | [21231118@student.uwa.edu.au](mailto:21231118@student.uwa.edu.au) |

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| 3. Meeting Agenda |
| **1. Team members provide summary of what they have done in the past week**   * Some are missing here because I was late * Shaochen Wang: battery research, location research * Mark Mazzoni: state of current power grid, Roy Hill and Alinta vs BHP and Mt Whaleback |
| **2. Draft sections for Requirements Analysis**   * Deadlines * Catherine’s feedback |
| **3. WriteSmart Drop-in for Requirements Analysis Draft Feedback**   * Should team members take their draft to WriteSmart before submitting it to the group on Tuesday? |
| **4. Report formatting**   * Can we start this yet? |
| **5. Technical questions**   * Does the team have any new TQs? * When will the team get feedback on existing TQs? |
| **6. Individual PPIRs**   * These should be done now. Team PPIR will continue to change over the course of the project. Check/revisit regularly. |
| 4. Meeting Notes, Decisions, Issues |
| * Drafts due in to the group on Tuesday, have to have been to WriteSmart before this. * Team PPIR will be on github if team members need to reference it * Catherine’s feedback was that we need to be careful to not forget about the requirements that are created by te specific environment the project will be in (Newman and surrounds) |

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| 5. Action Items | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Drafts of requirements analysis complete | All | Tuesday 21/3 | In progress |

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| 6. Next Meeting | | | | | | |
| *Date:* | | *Friday 17/03/2017* | *Time:* | *1pm* | *Location:* | *Arts Seminar Room 5 (G05)* |
| *Agenda:* | Finalize Requirements Analysis; requirements section “what, why, priority, test” together as a team  Assign requirements sections to individuals to write final text for drafts due Tuesday 21/3 | | | | | |