

Meeting 9 Minutes

Date: 10/09/2024

Venue: Discord (Online)

Attendance:

- Ciaran David Petrus Engelbrecht <23169641@student.uwa.edu.au>
- William Forrest Stewart van den Wall Bake <23086983@student.uwa.edu.au>
- Connor James Fernie <23443143@student.uwa.edu.au>

Apologies:

- William Sydney Lodge <22980141@student.uwa.edu.au>
- Shashwat Abrol <23482415@student.uwa.edu.au>
- Oliver John Dean <21307131@student.uwa.edu.au>

Meeting Opened: 7:10pm

Reports

Item 1.1: Previous Minutes

Move Minutes for meetings 8 be accepted

Moved: Connor

Seconded: Ciaran

Unanimously passed

Item 1.2: Progress Reports

- Will vdWB ~ Automatic table detection progress, output overwritten in runthrough, minor code consolidation
 - General progress updates
- Ciaran ~ OCR progress
 - implemented OCR prioritisation suggestion

- OCR accuracy is high but restructuring the data in the table
- Connor ~ OCR progress, sprint 2 stories
- Progress and plan for sprint 2 user stories and plan to address sprint 1 stories

Section moved on block

Moved: William Bake

Seconded: Shashwat

Unanimously passed

Reports accepted

Discussions

Item 2.1: Demo Meeting Plan

- Connor, Will Bake and Ciaran discussed brief plan for demo meeting including:
 - Time required for meeting and contact with client to discuss meeting time requirements
 - Limitations to performing the demo such as performance
 - Requirements to perform the demo such as which device to run the software on, etc.

Item 2.1: OCR Optimisation

- Will Bake and Ciaran discussed current OCR run through optimisation and running times
- Ciaran raised that Shashwat had good results on his device

Item 2.1: Client Retrospective

- Connor raised concern about when to perform the client retrospective with the due date being a week away
- Ciaran and Will Bake discussed the requirements for the retrospective
- Team agreed on performing it during next week's meeting

Section moved on block

Moved: Ciaran

Seconded: Connor

Unanimously passed

To Do

Item 3.1: Automatic table detection progress

- Team agreed this is a priority moving forward
- Plan is for more team members to work on this as OCR accuracy requirements have been met

Item 3.2: CSV output overwritten fix

- Ciaran suggested it should be an easy fix and where the error may be occurring
- Connor asked about how we expect the data to be output in the CSV files
- Ciaran suggested all pages in a document be added to the same CSV
- Team agreed this was the best approach

Item 3.3: Sprint 2 Documentation

- Connor will continue reviewing sprint 1 stories and implementing sprint 2 documentation with team support

Section moved on block

Mover: William Bake

Seconder: Ciaran

Unanimously passed

Next Meeting

Item 4.1: Recurring meeting time

- Tuesday 3/09/24 7:00pm via Discord

Item 4.2: Next Client Timezone

- Wednesday 9:00am AWST (6pm Vancouver time) via Teams
- Discussions:
 - General progress discussions
 - Plan for demo meeting

Item 4.3: Next Mentor Meeting

- Thursday 19th September

Item 4.4: Next Auditor Meeting

- Shashwat will determine

Move Items on Block

Mover: William Bake

Seconder: Ciaran

Unanimously passed

Meeting Closed: 7:27pm

Action Items

- Reports for next meeting:

- + Ciaran - Automatic table detection progress, CSV output overwritten fix
- + Connor - Automatic table detection progress, sprint 2 stories, CSV output overwritten fix
- + Shashwat - UI & table build development progress

- + William Bake - Automatic table detection progress, CSV output overwritten fix
- + Oliver - UI & testing progress
- + William Lodge - Automatic table detection progress

- Contact

- + Shashwat - next auditor meeting