Meeting 4 Minutes

Date: 30/07/2024
Venue: Discord (Online)

Attendance:

- Connor
- Will Bake
- Cirian
- Will Lodge
- Shashwat

Absent:

- Oliver

Meeting Opened: 7:10 pm

Reports

Item 1.1: Previous Minutes

Move Minutes for meetings 2.1 and 3 be accepted
Moved: William van den Wall Bake
Seconded: Connor
Unanimously passed

Discussions:

Item 2.1: Project Plan/Outline

Accept basic draft of project plan as outlined in attached image

Item 2.1.1: OCR Tool to use

- Discussion of tesseract as potential tool?
- Tesseract decided as starting point for core functionality

Item 2.1.2: Language to use

- Core Lang: Python decided
    - PDF to image mentioned
- GUI: Use python also for GUI

Moved: William van den Wall Bake
Seconded: Connor
Unanimously passed

Item 2.3: Discussion Points for client next meeting

- Licensing
- Get his approval of project plan
- Get his approval of Requirements
  - $100 assignment of priorities for requirements
- Scope (?)
- Skills and resources Audit
  - See "To do" section for skills and resources
- Propose regular meeting time

To Do:

Item 3.1: Project Outline & Functions assignment

- Will Lodge (1->2): PDF Pages to Images
- Shashwat (2->3): User Inputs/Divides up Table
- William van den Wall Bake (3->4): Output each cell as image
- Connor (4->5): Apply OCR*
- Cirian (5->6): Put Text into Table*
- Oliver: General GUI

* = Will require collaboration with each other to do

Moved: William van den Wall Bake
Seconded: Will Lodge
Passes Unanimously

Item 3.2: Setup and Assign Reports

- Everyone come back next meeting with report RE: functions

Item 3.3: Setting up Project Requirements

- Agree to wait until next meeting before setting up tests

Item 3.3.1: Requirements Analysis Document - STARS Project

- Will vdwB: Intro -> 2.0
- Connor: 3.0 -> 3.1
- William Lodge: 3.2 -> 3.3
- Cirian: 3.3 -> 3.5 (excluding 3.4)
- Shashwat: 3.4

Move Section 3 on block

Moved: William van den Wall Bake
Seconded: Connor

Passes Unanimously

Next Meeting:

Item 4.1: Recurring meeting time

- **Tuesdays: 7:00pm**
  - Backup if agreed to: **Monday 7:00pm**

Move: William vdWB
Seconder: William Lodge

Item 4.2: Client meeting time

- Proposed time: Friday 5:15pm ~ Online
  - Backup: Next week sometime ~ **Monday 5pm** ~ Send through budget questions for assessing client value
- Send to client Details

Move: William vdWB
Second: Shashwat

Meeting Closed: 8:18pm

Action Items:

- Reports:
  - Will vdWB - Meeting 4 minutes & Cellularize Image function
  - Will Lodge - PDF Page to Image function
  - Shashwat - User Inputs/Divides up Table
  - Connor & Cirian - Apply OCR & Put Text into Table
  - Oliver - GUI function progress
- Communication:
  - Will vdWB - Contact Client with meeting times & Compile Project Time Sheet
- Will vdWB - Run previous minutes through a spell checker
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