

## Team 09 – Team-Supervisor Discussion

*Meeting Minutes*

*October 29, 2020*

### Opening:

Meeting Minutes of team meet-up for dimensioning module held in MS Teams on 29 October 2020 at 3:45 p.m.

### Present:

Aloysius Chia Mu Rong (Product Owner)  
Jung Duk Kyun Justin (Developer)  
Htet Htet June Han (Quality Assurance)  
Crystal Toh Yi Shan (Team Manager)  
Tan Wei Jian (Scrum Master)  
Professor Cao Qi (Project Supervisor)

Professor Cao Qi, the project supervisor owner called the meeting to order at 3:45 p.m.

### Apologies for absence:

No Apologies were received.

### Discussion:

Discussion Topics	Action Items
Identify Milestones when we meet up physically next Friday	For all to take note – No action required
Come up with a project plan when we meet up physically next Friday <ul style="list-style-type: none"><li>Identify task to do</li><li>Indicate targeted deadline for each task</li></ul>	For all to take note – No action required
Come up with our presentation slides for next Customer Day <ul style="list-style-type: none"><li>Lo-Fi design of mobile &amp; web system</li><li>Project timeline (Milestones)</li><li>Project Plan</li></ul>	For all to take note – No action required
Optimal camera location placement <ul style="list-style-type: none"><li>Where should the cameras be placed to be able to scan and record the dimensions of the cargo and pallet</li><li>Justifying the reasons for the locations</li></ul>	For all to take note – Research and share findings during upcoming meetup

Depth Estimation <ul style="list-style-type: none"> <li>What is the information that the camera should gather to estimate and measure the depth</li> </ul>	For all to take note – Research and share findings during upcoming meetup
Storyboard for dimensioning module	Aloysius – Draft out a storyboard
Physical setup of the dimensioning module	Aloysius – Come out with a drawing of the setup
Additional Lo-Fi Prototype design of the application	Aloysius & Justin – Help & Settings section  Crystal – Shipment History section
Open-source code on QR and Barcode identification module	Crystal & Wei Jian
SDK installation of Intel Realsense Camera	For all to take note – Install the SDK on your laptop

### **Any other business:**

The team continued the meeting to discuss additional matters regarding the Team Project after the Project Supervisor provided his feedback on our group and left.

### **Adjournment:**

Meeting was adjourned at 4:30pm by Product Owner. The next Team-Supervisor meeting will be on November 5<sup>th</sup>, 2020 on Microsoft Teams.

**Recorded by:**

Tan Wei Jian  
Scrum Master

**Vetted by:**

Justin Jung Duk Kyun  
Developer

**Confirmed by:**

Aloysius Chia Mu Rong  
Product Owner