Meeting Date:	2 Aug 2023
Members attending:	Prof Hodkiewicz, Erwin, James, Sachin, Wenbo, Yanchen
Apologies:	Stanley (at work)
Minute taker:	Yanchen	**Length:** 45 Mins

Main points discussed and tasks completed:

- Self-introductions.
- **Introduction to the background**
- Introduction of the project (see group document "Scoping a FRACAS for UWA Motorsport.pdf")
  - **Failure data collection as the minimal viable product**
  - Web-based dashboard can be implemented later.
- Regular meeting is scheduled 9 am every Wednesday.
  - Notify Prof Hodkiewicz by posting meeting agenda in group chat at least a day before the meeting.
- Adopt Github as the project workspace.
  - Keep everything in one place.
  - Reports can be written as markdown files.
- Other recommendations
  - Input data validation -> unit testing
  - Start with local database, then ask for domain names of the actual production environment.
  - Collect past FRACAS data (to be done by Erwin)

Action Items		
What?	**By whom?**	**By when?**
Post Github name in group chat, form Github workspace	Project Team	This week
Review project scoping document, review requirements	Project Team	Before next week

Our next meeting will be:

Date: 10 Aug   **Time:** 9 am

Venue: 1.53 Eng / Online