

## **1<sup>st</sup> Meeting minutes (9/2/2021)**

**Location:** Zoom meeting

**Date of meeting:** 9<sup>th</sup> Feb, 2021

**Time:** 21:00-22:00

**Secretary:** Winters Yau

### **Attendance:**

Fung – WONG Tsz-fung, Student id:

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

Dr. Ivy – WONG Ka-yan, observer

### **Agenda items:**

1. Present proposal of each member for the project.
2. Discuss the value, vision and feasible and difficulties for each proposal.
3. Vote to project proposal.
4. Role allocation of the project and define responsibility of every member.
5. Preparation to start the project.
6. Confirm next meeting date and time.

### **Action items:**

1. Project proposal by each member:
  - Fung: Raspberry Pi with Python and openCV.
  - Mark: Vehicle number plate detection system.
  - Winters: RFID (Radio-frequency identification) detective system for old age home
2. After discussion with all members in group, the proposal by Winters was adapted.
3. Role allocation of the project:
  - Product Owner: Winters
  - Scrum Master: Mark
  - Technical Lead: Fung
  - Independent Tester: Winters, Mark and Fung.
4. Preparation of the project:
  - Raspberry Pi and python would be choosing as the product hardware and software.
5. Confirmed next meeting date: 16/2/2021

## 2<sup>nd</sup> Meeting minutes (16/2/2021)

**Location:** Zoom meeting

**Date of meeting:** 16<sup>th</sup> Feb, 2021

**Time:** 21:00-22:00

**Secretary:** Winters Yau

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

Dr. Ivy – WONG Ka-yan, observer

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Role allocation of the project and define responsibility of every member.
3. Preparation to start the project.
4. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Role allocation of the project:
  - Product Owner: Winters
  - Scrum Master: Mark
  - Technical Lead: Fung
  - Independent Tester: Winters, Mark and Fung.
3. Preparation of the project:
  - Raspberry Pi and python would be choosing as the product hardware and software.
4. Confirmed next meeting date: 23/2/2021

### 3<sup>rd</sup> Meeting minutes (23/2/2021)

**Meeting Format:** Zoom meeting

**Date of meeting:** 23<sup>rd</sup> Feb, 2021

**Time:** 20:45-21:30

**Secretary:** Winters Yau

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review of the comments after the presentation.
3. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review the comments of the presentation
  - Over focus on RFID
  - Discuss the details of the services provided to the product users.
  - GUI of each user must be individualized.
3. Overall directions of our project will be include more on the details of the services for each user:
  - *Residents of OAH:* provide heart rate sensor/Blood pressure monitoring database; each of the resident will provided with a wristband/bracelet for identifications and data collection.
  - *Health care provider:* will be alerted if there are any abnormal readings of residents; time remind systems for carry out services like medications, providing meals or bathing for the residents.
  - *Security Guard:* security alert when the residents leave the OAH without insight; face detection with recognition for every user in the OAH in order to prevent strangers entering the OAH.
  - *Manager:* master control of the system with web GUI;
4. Confirmed next meeting date: 2/3/2021

#### 4<sup>th</sup> Meeting minutes (02/03/2021)

**Meeting Format:** Zoom meeting

**Date of meeting:** 2<sup>nd</sup> March, 2021

**Time:** 2100-21:30

**Secretary:** Winters Yau

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Procurements progress
3. Python studying progress
4. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. We already bought the product materials:
  - Raspberry Pi 4b x 1
  - Raspberry Pi 3b x 2
  - 1080P USB Camera x 3
  - RFID reader x 1Pending to buy the following materials:
  - Raspberry Pi 4b x 2
  - RFID detector x 1
3. Python studying progress:
  - Started to construct face detection.
4. Confirmed next meeting date: 16/3/2021

## 5<sup>th</sup> Meeting minutes (09/03/2021)

**Meeting Format:** Zoom meeting

**Date of meeting:** 9<sup>th</sup> March, 2021

**Time:** 1930-20:10

**Secretary:** Winters Yau

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review of the comments after the presentation.
3. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review the comments of the presentation:
  - Scrum Master: suggestions by supervisor that we should follow the sprints planning at each stage.
  - Lack of good project management
  - Our product should be more focus on functions for each user story. i.e. to solve the problems by each user.
  - We should start to produce GUI for each user of our product in order to enable for them to use the functions of our product.
  - Time management should be the issue to manufacture of our product.
  - Suggestion from the supervisor that each member should try to involve during each presentation.
3. Confirmed next meeting date: 16/3/2021

## 6<sup>th</sup> Meeting minutes (16/03/2021)

**Meeting Format:** Zoom meeting

**Date of meeting:** 16<sup>th</sup> March, 2021

**Time:** 19:00-20:00

**Secretary:** Mark Wong

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review project task progress
3. Review sprint backlog
4. Review technical details
5. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review project task progress, we need to make improve for the below details:
  - database
    - ✓ Column “Schedule” of table “DayCareSchedule” and “MedicineSchedule” should be changed from datetime to time
    - ✓ Change the name of table “Patient” to “Resident”
    - ✓ Create new table to store health record and history
    - ✓ Use “UID” to replace “PatientID” in table “Resident”, “DayCareSchedule” and “MedicineScheduleDetail”
3. Review sprint backlog
  - Need to change the format
  - Update the sprint every week
4. Review technical details
  - Need to know and show the technical details to client, such as the model of Raspberry Pi
5. Confirmed next meeting date: 23/3/2021

## 7<sup>th</sup> Meeting minutes (23/03/2021)

**Meeting Format:** Zoom meeting

**Date of meeting:** 23<sup>th</sup> March, 2021

**Time:** 19:00-20:00

**Secretary:** Mark Wong

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review project task progress
3. Review sprint backlog
4. Prepare presentation
5. Confirmed next presentation date

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review project task progress
  - We need to consider the method to build up the web GUI
  - Winter suggest to buy extend board for Raspberry Pi to send SMS
3. Review sprint backlog
  - Ivy inform that the spring have improved
4. Prepare presentation
  - Fung and Winter need to provide their own material to Mark for making PowerPoint in 28 March 2021.
  - We need to understand the reason that we use that technology
5. Confirmed next presentation date: 30/3/2021

8<sup>th</sup> Meeting minutes (30/03/2021)

**Meeting Format:** Zoom Presentation

**Date of meeting:** 30<sup>th</sup> March, 2021

**Time:** 19:00-20:00

**Secretary:** Mark Wong

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review of the comments after the presentation.
3. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review the comments of the presentation:
  - Do not post the reason that choose the technical in achieved sprint
  - Show or demo the function in achieved sprint
  - Teammate should focus on how to complete an user story
  - Scrum sprint cycle should be followed by team
  - Product security issues should be considered during product development
  - SSL will be responded by Winters and Mark
3. Confirmed next presentation date: 6/4/2021



## 9<sup>th</sup> Meeting minutes (13/04/2021)

**Meeting Format:** Zoom Presentation

**Date of meeting:** 13<sup>th</sup> April, 2021

**Time:** 19:00-20:00

**Secretary:** Winters Yau

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review of the comments after group discussion.
3. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review the progress of the product development:
  - Software problems may need to be solved
  - API still not yet develop
  - The ways to solve the problems include reading reference books, searching information via internet, seeking advices from software experts to help for product development
  - Our group members try to fix the software problem and try to develop the user interface these weeks and hope we can have good progress in coming weeks.
3. Confirmed next presentation date: 20/4/2021

## 10<sup>th</sup> Meeting minutes (20/04/2021)

**Meeting Format:** Zoom Presentation

**Date of meeting:** 20<sup>th</sup> April, 2021

**Time:** 19:00-20:00

**Secretary:** Mark Wong

**Attendance:**

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Approval of the minutes of the last meeting
2. Review of the task and project progress
3. Confirm next meeting date and time.

**Action items:**

1. Minutes of last meeting was approval by all members.
2. Review of the task and project progress
  - Mark and Fung will provide the video to Winter for creating demo video
  - Winter will list out the task we finished and progressing, and the use guide of the system
  - Ivy suggested we need to focus how to complete a user story
3. Confirmed next presentation date: 20/4/2021

11<sup>th</sup> Meeting minutes (20/04/2021)

**Meeting Format:** Zoom Presentation

**Date of meeting:** 27<sup>th</sup> April, 2021

**Time:** 19:00-20:00

**Secretary:** Mark Wong

**Attendance:**

Ivy Wong

Fung – WONG Tsz-fung, Student id: 20152658

Mark – WONG Chun-kit, Student id: 20136820

Winters – YAU Chak-man, Student id: 10072329

**Agenda items:**

1. Presentation comment
2. Submit item to Winter
3. Individual report submit date
- 4.

**Action items:**

1. Ivy comment to presentation:
  - Client is not interested in learning goal
  - The project is not follow the Agile software development, please mention it in the report for reflection
2. Mark and Fung provide the video and responsible to Winter
3. Individual report submit date: 14/5/2021