E Asset Tracking

Group Meeting 1

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| Date | Who attended | Time Started | Time Finished |
| 28/02/2018 | RW, DM, FW, WR, JS, AB | 8:00 | 10:00 |

Agenda

* Last week action item review
* Client meeting times and location
* Questions for the client
* Project Plan
* Team Roles
* Decision Making
* Action Items

Minutes

* Last week action item review
  + First meeting, nothing to review from last week
* Client meeting
  + Discussion about using the CSIT room, ended up booking a library room for the first client meeting, though there was some trouble getting a room
  + Meeting will serve as critical information gathering opportunity before first audit
* Questions for the client
  + On top of general discussion with the client about the project:
  + Vision and objective - what’s the end game?
  + Deliverables
    - What?
    - When?
    - Level of technical detail?
  + Expectations
    - What do they want?
    - Quality of final deliverable
  + Application of device
    - Location based factors
  + Scope?
    - Minimum viable product
  + Tools?
  + NDA/Security restrictions/Software usage
    - Tutors
    - Observers
    - Other groups
  + Costs
    - ANU budget - $100
    - Any extra?
  + Stakeholders
    - Thales
    - Mining company
  + Previous attempts/Initial survey data?/Existing technology
    - Known obstacles and difficulties
  + Decision making protocol?/Reporting
  + Interviews?/General Survey
  + Milestones? - 1 semester vs 2 semester
* Project Plan/Milestones
  + Finalise Scope: Week 2 Friday, 2 March
  + Develop Repository: Week 3 Sunday, 4 March
  + Audit 1: Week 3 Monday, 5 March
  + Tag Report: Week 3 Friday, 9 March
  + Audit 2: Week 6, 26 March
  + Tag Report: Week 6, 30 March
  + Audit 3: 7 May
  + Tag Report: 11 May
  + Poster: 4 May
  + Need to speak with the client to flesh out the expectations for the project before more milestones can be added
  + Prototype testing?
* Team Roles
  + Refer to Team Roles document
  + Added tasks column for specific weekly roles
  + Agreed that most of the work regarding designing, building and testing any prototype and report writing would be shared among multiple members based on individual interests and assigned if necessary
* Presentation of project
  + Landing page
    - Looked at examples from last year
    - Realised that we needed more information from tutor as to what was expected and from the client about what we could actually display
    - Zenhub shows promise for task flow management and tracking
* Decision Making
  + Client ultimately has authority
  + Discussion within group meetings for big issues - agenda items
  + Polls on slack to work out simple majority to resolve most internal matters
* Action Items

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| Item | Date Due | People Responsible |
| Group Repository/Landing page | Sunday 4 March | Rob, Woojin |
| Designing standardised meeting header | Wednesday 7 March | Dillon |
| Project Plan Document | Sunday 4 March | Alisha |
| Slides/Presentation | Wednesday 7 March | Franklin |
| Client Meeting Agenda | Friday 2 March | Jordan |