E Asset Tracking

Group Meeting 3

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who attended | Time Started | Time Finished |
| 14 Mar 18 | DM, AB, JS, RW, WR | 8:00 | 10:00 |

Agenda

* Last week action item review
* Feedback analysis
* Market research discussion
* Client meeting plan
* Action items

Minutes

* Review

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Date Due | People Responsible | Status |
| Market Research | 15/03/18 | All | Completed |
| NDA Meeting | 27/03/18 | Woojin | Completed |
| Market Analysis Report | 15/03/18 | All | Started |
| Tag Report Feedback | 15/03/18 | All | Not yet - to be completed after meeting |

* Feedback Analysis
  + Sections are jumbled, makes it really difficult to look through all of the feedback, constantly jumping all through the document
  + Helpful feedback
    - Be careful of promising too much (tutor) - not going overboard is really important for the group, really important feedback for the group
    - Highlighting decision making within the minutes - this was something that we had recorded, but we will endeavour to use bold text to make them more obvious
    - Feedback/Reflection folder - We definitely see value in having a dedicated feedback section within the document
  + Confusing/Needs Clarification
    - Conflicting feedback, shadow team feedback varies wildly on a particular subject, probably a direct result of the feedback structure, but it might be worth having a whole team discussion before each member writes their individual feedback, would make the shadow team feedback more coherent and actionable, currently difficult to act on any of the feedback
    - Interesting to discuss within tutorial what the expectation is, do they want a full in depth report of every small thing that each team member has done (which would reduce overall productivity) or a weekly report within the minutes of what we have gotten up to
    - Audit presentation - tutor comment that we should all talk in presentation, in direct contrast to comments last week that said we should elect main speakers to streamline the presentation
    - Currently group not meeting timeline, noted in feedback - on reflection our original timeline was too ambitious and we are operating about a week behind, is it better to stick to the original timeline even though there isn’t much chance that the group
  + **Was decided by the group that we would add a dedicated feedback document to the repository with three sections; feedback we thought was helpful, points we needed clarification on and comments we disputed. This would serve as an easy way to track our response to feedback received. A new document would be created for each audit cycle.**
* Market research report
  + Within the research folder;
  + Rob had created document for market research report with basic structure with section headings to guide the overall flow
  + Jordan outlined multiple sources on wireless sensor networks and algorithms, would form a great basis for the sources for the underlying theory section of the report
  + Noting last week the discovery of multiple companies that offer tracking systems, the group assigned various sections of the report that they would work on over the following week:

|  |
| --- |
| Abstract - Franklin   * Introduce the problem * Conclusion to the problem   Introduction - Alisha, Franklin   * Introduce the problem * Why do we have this problem * What will be discussed in the report * Major findings   Content   * Analysis of problem - Dillon * WSN’s - Jordan * Oil Rig environment - Alisha * Current Technology and Market analysis - Rob, Woojin * Scope for innovation - Jordan, Dillon   Conclusion - All   * What our solution to the problem will b   Rob also draws few prototypes |

* + **Group decided that we wanted to have the document close to completed by Week 6 for the second audit, each team member to work on completing their section**
* Client meeting plan
  + Jordan offered to carpool from uni, 9am outside Brian Anderson
  + **Client meeting document created and draft agenda started, to be completed by Thursday afternoon**
* Action Items

|  |  |  |
| --- | --- | --- |
| Item | Date Due | People Responsible |
| Feedback Summary Form & Tutor meeting sheet | 15/03/18 | Rob |
| Market Analysis Report - various sections | 21/03/18 | All |
| Client meeting agenda | 14/03/18 | All |
| Individual feedback on feedback | 15/03/18 | All |