E Asset Tracking

Group Meeting 4

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| --- | --- | --- | --- |
| Date | Who attended | Time Started | Time Finished |
| 21 Mar 18 | JS, RW, FW, DM | 8:00 | 10:00 |

Agenda

* Last Weeks Action Items
* Progress and Timeline
* Requirements
* Report Progress
* HoQ
* System Architecture

Minutes

* Review

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| --- | --- | --- | --- |
| Item | Date Due | People Responsible | Status |
| Feedback Summary Form & Tutor meeting sheet | 15/03/18 | Rob | Done |
| Market Analysis Report - various sections | 21/03/18 | All | Some sections still need work, all need polish |
| Client meeting agenda | 14/03/18 | All | Done, see WK4 client meeting notes |
| Individual feedback on feedback | 15/03/18 | All | Done |

* Report
  + Sections mostly completed
  + Team members read through what everyone else had completed in the prior week
  + We noted that:
    - There was a lot of repeated information in the various sections so far
    - Immediate jump to the oil-rig platform without justification
  + In responding, we re-ordered some sections on the spot and discussed various ways to improve the flow of the report
  + **Decision to try and polish as much of the report as possible for next week’s audit including a general restructure**
* Deliverable discussion
  + Market heavily saturated, including on man overboard detection systems
  + Group decided that no prototype we could construct with limited time, knowledge and budget would provide value to the client as a commercially viable solution
  + Instead, a prototype would serve as a proof of concept for a particular aspect of the whole system to accompany a highly-detailed report on the current state of the market and a high-level system architecture
  + **Since the project is a electronic asset tracking project, group decided to rapid prototype a tracking system**
  + **System would at its most basic level consist of a transmitter and a receiver and an interface to a pc to determine the distance between the two**
  + Draft document created in folder for prototype requirements

Action Items

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| --- | --- | --- |
| Item | Date Due | People Responsible |
| Competitor Analysis | 24/03/2018 | Franklin |
| Report restructure | 22/03/2018 | Dillon |
| Prototype Initial Designs | 23/03/2018 | Jordan |
| Prototype Budget | 23/03/2018 | Jordan |
| Initial System Architecture | 23/03/2018 | Woojin |
| Email Requirements to Client | 21/03/2018 | Woojin |
| Preliminary Report Completion | 28/03/2018 | Alisha |
| Get Ready for Audit | 24/03/2018 | Rob |