E Asset Tracking

Group Meeting 5

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| Date | Who attended | Time Started | Time Finished |
| 28 Mar 18 | RW, WR, FW, AB, DM, JS | 8:00 | 10:00 |

Agenda

* Last Weeks Action Items
* Progress and Timeline
* IP and NDA
* Audit
* Report Progress
* HoQ
* System Architecture
* Prototype

Last weeks Action Items

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

Minutes

* Legal Advice
  + Woojin met with ANUSA on Monday and reported back on the key points regarding the IP and NDA supplied by THALES
    - We cant claim the final product is safe, could have major repercussions if put onto the market
    - We cant tell anyone we are working on a project for Thales/share confidential information (NDA)
    - Thales has the right to scrub our names off of what we deliver and we can’t claim that we did it
    - If Thales gives us any sensitive documents, controlled by the US Department of State, we cant share them with the shadow team
* Audit
  + Slides pretty much completed
  + **Group decided that a new two people would speak in the second audit and the final two would speak in the third audit, meets the brief of getting everyone to talk while streamlining the presentations, everyone would still answer questions**
* Report
  + Generally worked through it as a group to get it ready for the audit
  + **Decision to send through to client on Thursday for feedback**
* Client Discussion
  + Woojin to email client regarding the time and location of the next meeting
  + Agenda items: status of preliminary report, expectations for final deliverable, plans for prototype
* Teaching break plan
  + **Client meeting organised for 9am Tuesday 3rd April at Thales Deakin office**
  + **Group meeting organised for 5pm Wednesday 11th April at ANU CECS**

Action Items

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| Item | Date Due | People Responsible |
| Gaps in the Market | 28/03/2018 | Dillon |
| HoQ | 28/03/2018 | Franklin |
| Conclusion and Email Report to Client | 28/03/2018 | Woojin |
| Final Proofread | 29/03/2018 Midday | Alisha |
| System Architecture -High Level | 4/04/2018 | Rob, Woojin |
| Final market analysis report | Ongoing | Alisha, Franklin |
| Prototype Iteration 1 | 6/04/2018 | Jordan, Dillon |
| Prototype Iteration 2 | 13/04/2018 | Jordan, Dillon |
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