E Asset Tracking

# Group Meeting

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| Date | Who attended | Time Started | Time Finished |
| 14/03/2018 | RW, JS, DM, WR, AB | 16:00 | 18:00 |

## Agenda

**Feedback from last week**

We only received feedback from 5 shadows - potentially a system glitch, but shadow team was informed so they can be sure for future audit feedback.

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| Useful | * be careful of promising too much (in terms of managing expectations) - is a working prototype in both software and hardware feasible? if so why? * If it is possible, you can still mention the discussion details from Facebook chatting or email message. * Make it easy to understand the collaboration between team members. * Would be good to see a dedicated decision section in minutes, or put decisions in bold to make it easier to see. * need to justify all the decision they made. * would be good to further narrow down the scope to a specific task and come up with clear deliverables. * would be good to see directly addressed feedback (e.g. post feedback and corresponding action on presentation slides for audit) * My small suggestion is that the team can tabulate the opinions and feedback collected and then give feedback on each opinion and suggestion. |
| Need Clarification | * Furtherly, by providing regular report to your client and receive feedback each week → weekly email update potentially * Try to connect oil companies to see what they expect from these tracking devices * the complicity of the ocean shape land layout, this team need to more frequently contact with the client to obtain comprehensive information before making any decision. * However, I cannot find the document that demonstrate the work they have done. * At the same time, some plans for the development of future projects can also be added. |
| Confusion | * I would suggest you to get a fixed time to have group meeting. * According the timeline, they need to do some work so far. * According to Chris Browne, every group member need to upload the work they have done everyday. * I do not think that I can clearly see your feedback from clients or tutors. * try and have everyone speak at least once in presentations/audits * However, they didn’t put any work in Google Drive. * Only group meeting is on week 2, regular weekly meeting will be better to ensure everyone is on the right track. * I do not think that I can clearly see your feedback from clients or tutors. What I mean is that, your feedback is not easy to find. |

There is conflicting information on the decision making section. Some people say we have good evidence while some say we have poor evidence.

*(good evidence of decision making so far, The group did not demonstrate well what major decisions were made in the project work, It is very clear that the decisions are made, what decisions are made, and when decisions are made.)*

The decisions were currently recorded in meeting notes. General improvement which we can make for this section is to make a dedicated decision making page explaining decisions we made.

Team is a bit confused why we suffered so highly on the feedback section considering that the first major feedback on our work was received was on presentation day.

Overall feedback seemed pretty good.

**IP agreement and Non-disclose**

Need to get stakeholders and tutor to sign non-disclosure. ANUSA meeting at 27th, does representative of them want to be present at meeting.

**What team members have done**

**What team members will do over week**

## Notes

* Have report ready for client meeting:
  + Summary of major market options
  + Proposal for future of project