Minutes of the Project Pyro: Supervisor Meeting Minutes

Date   : Thursday, 20th January 2022

Time   : 1600 Hrs

Location   : Zoom (Online)

Present:
Zeph Ng , Backend Developer & IoT Engineer, Project Pyro
Chua Soon Ann, Computer Vision Developer, Project Pyro
Pearlyn Low, Frontend Developer, Project Pyro
Livana Ho, Project Manager, Project Pyro
Henry Wee, Quality Assurance, Project Pyro
Professor Thivya, Faculty Supervisor, SMU-SCIS

Late with Apologies:

Absent with Apologies:
Kelly Tay, UI/UX, Project Pyro (Lesson)

Item	Discussion	Action(s) by
1	***Introduction***	
1.1	Zeph introduced all members of Pyro and individually each member shared their role and responsibilities for this project.	
1.2	Professor Thivya gave a brief introduction about herself.	
1.3	Professor Thivya went on to share her expectations of the project, clarified the project goals and sponsor needs. She also gave us her expectations on our progress by midterm and reminded us to liaise regularly with our sponsors.	
1.4	Zeph continued by sharing the purpose for embarking on this project (reducing false alarms for building managers) and updated our current project timeline and progress on both hardware and software.	
1.5	Professor Thivya requested for our proposal so that she can vet through.	Zeph Ng
1.6	Zeph requested to fix the weekly meeting with Professor Thivya and asked about the grading rubrics.	
1.7	Professor Thivya gave us a breakdown on the grading criteria.	

	- Grade A satisfy the goals we choose to tackle (final presentation: attended by sponsors + supervisor + 2 teaching team members)
	    - How well our solution works
	    - Solution process (midterm)
	    - Solution results (finals)
	    - Concept (algorithm must be working and in optimal form)
	    - How you maintain your wiki will also be graded (posting storyboard, how you dissect the problem, how you achieve your goals, detailed and thorough wiki page)	

2	**_Challenges and potential setbacks_**	
2.1	Zeph mentioned that we will remove the data analysis functions for now due to lack of time and data.	
2.2	Soon Ann mentioned that we will start looking for a public dataset to train our computer vision model.	Chua Soon Ann
2.3	Henry mentioned that we are facing some delays with our hardware shipments (Thermal camera).	
With no further items, the meeting adjourned at 1630Hrs		

Prepared by/date   : Henry Wee / 20th January 2022