

# Meeting Minutes Journal

Meeting Details	
Date:	10th February 2022
Time:	1600-1700
Place:	Zoom
Attendees:	Zeph, Soon Ann, Pearlyn, Henry, Professor Thivya
Absentees:	Kelly(Lesson), Livana (Interview)

Agenda
Clarify on documentation needed

Meeting Minutes
<ol style="list-style-type: none"><li>1. Reminded us to book the slide for the mid-term presentation - <b>Prof Thivya</b></li><li>2. Details of the documentation is sent to our email, note to include societal impact and documentation is similar to IS, highlighting how it helps a smart nation. Risk, impact on project, contingency plan, progressive process documentation - <b>Prof Thivya</b></li><li>3. Update on new timeline - <b>Zeph</b><ol style="list-style-type: none"><li>a. Realised that the old timeline is too simple</li><li>b. Logistics like hardware delay</li><li>c. Currently working on system integration</li><li>d. Breaking up into three phase, phase 1 more focus place on hardware and integration</li><li>e. Phase 2 will be focused on the dashboard, integrating a backend to let users log in and log out. Transition to flask to hide our code</li><li>f. Include sprint retrospective</li><li>g. Phase 3 - documentation on operating the dashboard and FAQ</li><li>h. Add-ons will be mounting on a swivel mount, by midterm we will not have it mounted yet</li><li>i. Meeting sponsor next week</li><li>j. Went through overarching changes of the timeline and reason for each change (to be uploaded to wiki, change log)</li></ol></li><li>4. Update on budget to claim<ol style="list-style-type: none"><li>a. Maximum \$200</li><li>b. Claim process will be sent via email</li></ol></li></ol>

5. Project management using jira - **Zeph**

- a. Each module is one epic
- b. We will do multiple integration, can we have two timeline for one epic ( epic is usually one epic one timeline unless there is intermediary timeline)
- c. Sprints are meant to be two weeks stuff, (level of terminology)
- d. Doing a code review, after Zeph does the code, pearlyn and soon ann will double check.
- e. For sprint one is more or less there.( Prof said level of documentation is okay)
- f. Can keep a documentation of each and every action item or task (input correct users wrong password, different permutations and check the expected output)
- g. Should do the UAT on dashboard and hardware quality control

6. Sharing of testing during CNY - **Zeph**

- a. Computer vision model is working
- b. Thermal camera capture heat signature
- c. Check for latency of the detection and accuracy of detection (Part of our KPI)
- d. Even though it is 0.3 we test on static images. We have a threshold of 0.4 when we use it on a real fire. The latency is one frame every 3 seconds, if there are three frames with sense of fire out of ten frames we will conclude it is a real fire and update the database. Thermal is 15 frames per second.

**Action Plan**

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