Minutes of the Project Pyro: Internal Minutes

Date : Tuesday, 12th April 2022

Time : 2000 Hrs

Location : Zoom (Online)

Present:
Zeph Ng , Backend Developer & IoT Engineer, Project Pyro
Chua Soon Ann, Computer Vision Developer, Project Pyro
Livana Ho, Project Manager, Project Pyro
Kelly Tay, UI/UX, Project Pyro
Henry Wee, Quality Assurance, Project Pyro

Late with Apologies:

Absent with Apologies:
Pearlyn Loh, Frontend Developer, Project Pyro

Item	Discussion	Action(s) by
1	***Admin Matters***	Henry Wee, Livana Ho, Kelly Tay
1.1	Henry mentioned that he will complete the slides and report by Friday 2359. He will split the tasks and assign them for Kelly and Livana to complete.	
1.2	Henry mentioned that he will meet up with Zeph on Thursday to film the demonstration video for the final presentation. They will be heading down to check out the presentation venue.	Henry Wee, Zeph Ng,
1.3	Livana will be presenting the project management part during the final presentation.	
1.4	Livana will close the sprint by next Monday.	
1.5	Zeph, Henry and Livana will be having a final presentation rehearsal on 24 April.	

2	**Dashboard updates**	Zeph Ng
2.1	Pearlyn managed to finish the FAQ and user guide. Zeph will deploy Pearlyn's code by Thursday.	
2.2	Zeph will be updating the dashboard based on Prof Thivya such that the user can upload a CSV file with all the to upload the camera's longitude and latitude.	
3	**Slides Updates**	Livana Ho
3.1	Zeph mentioned that it is important to include the sponsor's feedback. The slides must mention that the project is a Proof of concept and one of the limitations is that it is operationally challenging to implement this solution nationwide.	
With no further items, the meeting adjourned at 2030 Hrs		

Prepared by/date   : Kelly Tay / 12th April 2022