

Meeting Minutes Journal

Meeting Details	
Date:	20th January 2022
Time:	1600-1700
Place:	Zoom
Attendees:	Zeph, Soon Ann, Pearlyn, Livana, Henry
Absentees:	Kelly(Lesson)

Agenda
Team introduction and sharing of project outline

Meeting Minutes
<ol style="list-style-type: none">1. Introduction of team members - Team Pyro2. Introduction of Professor Thivya - Professor Thivya3. Shared expectations for the project - Both parties<ol style="list-style-type: none">a. Finalise proposal, clear about project goals + sponsors' needsb. Pace properly to meet the goal (70% by midterm, report writing + final presentation)c. Inclusive of testing to be done, comprehensive analysis of AI (energy consumed, equipment to be ready, hardware specifications etc)d. Regular liaising with sponsors (SCDF, OSS)4. Shared the project sponsors and summary - Team Pyro<ol style="list-style-type: none">a. Project aim: reducing false alarms for building managersb. Updates on our project timelinec. Updates on current progress of dashboard, camera, model5. Shared potential setbacks and challenges and managed expectations - Team Pyro<ol style="list-style-type: none">a. Lack of data for data analysis (discontinued)b. Will look into public dataset for footage of firec. Purchase of equipment (thermal camera delayed)d. Slightly behind on time (due to thermal camera)e. Concerns about SCDF's deployment

Action Plan

1. Send professor Thivya our project proposal (for her to vet through)
2. Confirm the dates for midterm presentation (email confirmation from Professor Chris)
3. Regular weekly update on members' progress, our progress along our own timeline (proper justifications on delays)
4. Upload meeting minutes onto wiki page
5. Create weekly calendar invite
6. Grade A → satisfy the goals we choose to tackle (final presentation: attended by sponsors + supervisor + 2 teaching team members)
 - a. How well our solution works
 - b. Solution process (midterm)
 - c. Solution results (finals)
 - d. Concept (algorithm must be working and in optimal form)
 - e. 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)