

## Minutes of the Project Pyro: Internal Minutes

Date : Monday, 31st January 2022

Time : 1400 Hrs

Location : Zoom (Online)

### Present:

Zeph Ng , Backend Developer & IoT Engineer, Project Pyro

Chua Soon Ann, Computer Vision Developer, Project Pyro

Pearlyn Loh, Frontend 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:

Item	Discussion	Action(s) ) by
<b>1</b>	<b><i>Administrative matters</i></b>	
1.1	Kelly gave us a number of options for the next follow up meeting with SCDF to understand more about their needs and wants. Looking to schedule both OSS and SCDF on the same day.	
1.2	Zeph and Livana want to make changes to the current project timeline because they realised they do not need as much time for testing and more time should be allocated to integration of the hardware and software.	Zeph Ng, Livana Ho
1.3	Kelly gave a walkthrough on the wiki and the tabs we will need to include. Kelly mentioned that we need to draft out a system architecture. Kelly also discussed our themes and other documentations needed.	
1.4	Livana mentioned that she will be using JIRA as the main tool for our project management	Livana Ho
1.5	Zeph reminded Soon Ann to email Professor Thivya on research paper he found useful	
With no further items, the meeting adjourned at 1430Hrs		

Prepared by/date

: Henry Wee / 31st January 2022