Meeting Notes

# Meeting Date: 6th March 2019

## Attending:

* Sanee Salim.
* Andres Alvarez Ramirez.
* Quan Chong.
* Aylwin Sim.
* Binay Dhawa.

## Agenda:

* To introduce ourselves to each other.
* To discuss about the soft and hard skills required for the project.
* Discuss the proposal and brainstorm on the proposal.
* Decide a group leader.

## Announcements:

* A GITHUB repository was created and shared with all the group members to upload and collaborate on project tasks.
* A Slack chat group was created for immediate communication within the group.
* ------------- was assigned as the group leader.

## Discussions:

We read the project proposal as a group and discussed our individual ideas and ambitions that should be fulfilled in this project. It was decided that risk analysis and management report, status reports, minutes of the meetings, log books and a main report would be maintained and established. The presentation would consist of interactive visualizations, PowerPoint Slideshows, video presentation and Gantt chart as the time management presentation. We discussed the leadership skills amongst each other and decided on the group leader.

## Tasks:

Re-read the proposal and try to develop some basic skills that might be required for the project.

# Meeting Date:19th March 19, 2019

Attendance: All team members were present

Agenda: Meet supervisor and discuss project directions, client meeting procedures

## Announcements:

* Project Template (thesis sort of) : Compilation of the whole project description
* Hours for work log
* Interview questions for the client

## Discussions:

We discussed on how to proceed with the project, we met with Graham, our Supervisor, he gave some supervision on how to contact client throughout the week. We discussed on how to separate agenda, create a video presentation for the project, hour logs for each member is needed for the project. Client questionnaires were discussed and pushed into the repository. The Project Template needs to be created and a profile of the group containing each member needs to be designed and prepared.

## Tasks:

* Interview questions for client:
* Group profile
  + Printout and pdf
  + Photos included
* Work log should be presented for each member