**Meeting 1:**

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| **Raspberry Pi Camera B** | |
| Date: | 23/09/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | 1. Discuss the project and make suggestions. 2. Determine suitable meeting time. |

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| Item | Action |
| 1. | Planned to research about the topics individually to be implemented on Raspberry pi camera. |
| 2. | Decided to meet next on 28/09/2014 |

**Meeting 2:**

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| **Raspberry Pi Camera B** | |
| Date: | 28/09/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | 1. To finalize the project which we are implementing it. |

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| Item | Action |
| 1. | Decided to work on Face recognition using Open Cv , to detect and recognize the user faces using the camera on raspberry pi. |
| 2. | Decided to meet next on 30/09/2014. |

**Meeting 3:**

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| **Raspberry Pi Camera B** | |
| Date: | 30/09/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | 1. To set up raspberry pi with camera. |

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| Item | Action |
| 1. | Set up raspberry pi with camera, verify with raspicam. |
| 2. | Sharing the Wi-Fi internet with the Ethernet connection. |
| 3. | Testing the camera with few pictures. |
| 4. | Decided to meet next on 05/10/2014. |

**Meeting 4:**

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| **Raspberry Pi Camera B** | |
| Date: | 05/10/2014 |
| Present: | Merrick C ,Tiexia H, Ben R, Jeethan R. |
| Agenda: | 1. Divide the team into 2 groups : Front end (Jeethan and Ben ) to work on the webpage design , interfaces .   Back end (Merrick C ,Tiexia H) to work on face recognition part. |

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| Item | Action |
| 1. | Installed the SQLite 3 database. |
| 2. | Compiled the Open cv on raspberry pi. |
| 4. | Decided to meet next on 15/10/2014. |

**Meeting 5:**

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| **Raspberry Pi Camera B** | |
| Date: | 15/10/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | Front end team working on webpage page design and interfaces , Back end team working on face detection and recognition part |

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| Item | Action |
| 1. | Using python 3, installed the flask app to provide a web interface and a REST interface to our camera functionality. |
| 2. | Designed the web page. |
| 4. | Decided to meet next on 20/10/2014. |

**Meeting 6:**

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| **Raspberry Pi Camera B** | |
| Date: | 20/10/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | Communicating between the webpage and the database.  Implementing the face detection and recognition. |

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| Item | Action |
| 1. | Communication between the webpage and the database successful. |
| 4. | Decided to meet next on 23/10/2014. |

**Meeting 7:**

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| **Raspberry Pi Camera B** | |
| Date: | 23/10/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | Working on face recognition part. |

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| Item | Action |
| 1. | Completed the face recognition part. |
| 4. | Decided to meet next on 25/10/2014. |

**Meeting 8:**

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| **Raspberry Pi Camera B** | |
| Date: | 25/10/2014 |
| Present: | Merrick C, Tiexia H, Ben R, Jeethan R. |
| Agenda: | Divide work on reports – User guide, Developers manual and Project time management report. |

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| Item | Action |
| 1. | Completed the reports on 26/10/2014. |