

Department of Electrical & Computer Engineering

ENEL 400 ENMT 401 Project Title

Project Group Meeting #2

Minutes

**Minutes of the meeting PGM #1 18 March 2016, VH 457**

**Present:**

Supervisor, Group member 1, Group member 2, Group member 4, Client

**1. Apologies:**

Group member 3

**2. Minutes from Meeting #1**

Confirmed as a true an accurate record.

**3. Matters arising**

See action list Meeting #1. All items complete.

**4. Correspondence**

* Letter from GM 1 to Tui begging for free beer
* Response from Tui

**5. Progress Reports:**

* Group member 1

Reported progress. Anticipates difficulties. Needs extra resources.

* Group member 2

No progress due to failure of Tui to provide free beer. General discussion re way forward. Agreed that GM2 will approach Tui in person.

* Group member 3

Written report circulated prior to meeting (attached)

* Group member 4

No progress. Supervisor asked for reasons, and GM reported inability to use software. Client suggested setting up brief tutorial session with staff member prior in next week so work can start prior to next meeting.

6. **Other business:**

* Budgets
  + GM3 flagged to client likelihood of budget overrun if group members need to buy their own beer. Client requests full budget analysis to take to board before their next meeting (Mar 22).
* Meeting schedule for year (including role allocations and attendance)
  + Draft approved. Attendances year to date recorded.

**Meeting #2 ACTION LIST**

|  |  |  |
| --- | --- | --- |
| **ACTION** | **ASSIGNED TO** | **DUE DATE** |
| Approach Tui in person | GM2 | Asap |
| Budget analysis to client | GM1,2,3,4 | Mar 22 |
| GM4 to attend software training | GM4 | Mar 15 |

**Next meeting date:**