**Minutes of Meeting 4:** *5.00 p.m. on 29th May 2018 at MIT Manukau Campus room-127*

**Chairperson:**  *Wijekoon Somasiri (170001510)*

**Minute Taker:** *Herath Premarathne (170001825)*

**Present:**  *Wijekoon Somasiri, Herath Premarathne*

**Apologies:** *None*

**Absent (no apology received):** *None*

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| **Agenda**  **Item** | **Description *– include a heading for each item recorded and a brief summary of the discussion.*** | ***Include the following four points:***   1. ***Action*** 2. ***Person responsible*** 3. ***Date action is to be completed*** |
| 1. | **Appointment of chairperson and recorder**  Wijekoon was appointed to chair the meeting and Herathwas appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions**   1. Documentation of software development methodology 2. Documentation of Risk Management 3. Documentation of the design of the proposed system 4. Create the Gantt chart 5. Create the Work Breakdown Structure (WBS) 6. Prepare the presentation slides |  |
| 3 | **Agenda items** |  |
| 1. Research on 3rd party libraries which can be used for face and eye detection | ***Action:*** Wijekoon and Herath need to do the research on existing image processing 3rd party libraries  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 3rd June 2018 |
| 1. Find out the research areas in image processing which needs to be used in face and eye detection | ***Action:*** Wijekoon needs to identify the relevant image processing concepts  ***Person Responsible:*** Wijekoon  ***Date to be completed:*** 3rd June 2018 |
| 1. Research on face and eye detection algorithms | ***Action:*** Identify the possible algorithms to detect face and eye in an image  ***Person Responsible:*** Herath  ***Date to be completed:*** 3rd June 2018 |
| 4 | Date and time of next meeting  5.00 p.m. on 08th June 2018 |  |
| 5 | Close meeting: Record date and time the meeting closed  5.30 p.m. on 29th May 2018 |  |