



Queensland
University
of Technology

EGH455 - Team #4 (Week 5)





MINUTES OF MEETING

Place: GP-O303	Author: Deleenn Palmer	Date: 23/08/2018 Start Time: 1100 End Time: 1300	
1. <u>Subject:</u> Project Review To Date		Total Pages: 2	
2. <u>Agenda:</u> 1. Discuss what has been done to date 2. Discuss what needs to be done in the following weeks 3. Make note that submission for final documentation has been extended by 1 week 4. Review of previous minutes			
3. <u>Attendants:</u>			
Name	Initials	Subsystem lead	Subsystem initials
Deleenn Palmer	DP	Project Manager	PM / SD
Christian Neilsen	CN	Machine Learning / Deep Net	ML / DN / SD
Alexander Santander	AS	Machine Learning / Deep Net	ML / DN / SD
Tim Vu	TV	Graphical User Interface / Report	GUI

4. Main conclusions and meetings planned:

1. Was determined that more knowledge needs to be attained on the machine learning aspect to initialise software development
2. Smaller personal milestones were set for each team member to reach before final documentation submission
3. Positives and negatives were identified when discussing what has been working to date with all team exercises

5. Signatures:

Name	Id Number	Signature
Delenn Palmer	n9162798	
Christian Neilsen	n9137874	
Alexander Santander	n9684026	
Tim Vu	n9454870	

MINUTES OF MEETING	ACTIONS	
	Responsible Person	Due Date
Draft Preliminary Designs need to be completed	Christian Neilsen, Alexander Santander & Timothy Vu	30/09
Discuss final documentation submission with project supervisors	Delenn Palmer	31/09