



Queensland  
University  
of Technology

## EGH455 - Team #4 (Week 6)

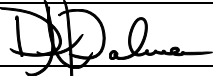



### MINUTES OF MEETING

<b>Place:</b>  GP-S635	<b>Author:</b>  Delenn Palmer	<b>Date:</b> 31/08/2018  <b>Start Time:</b> 0900  <b>End Time:</b> 1200	
<b>1. <u>Subject:</u></b> Software Development		<b>Total Pages:</b> 2	
<b>2. <u>Agenda:</u></b>  <ol style="list-style-type: none"><li>1. Review the system requirements to gain the exact standards that our software program needs to meet</li><li>2. Ensure that all team members have the relevant pieces of software for the software development process</li><li>3. Review of previous minutes</li></ol>			
<b>3. <u>Attendants:</u></b>			
<b>Name</b>	<b>Initials</b>	<b>Subsystem lead</b>	<b>Subsystem initials</b>
Delenn 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. Some team members noticed corrupt files on their machines – uninstalled, removed and reinstalled all relevant software pieces to optimise the machines for development
2. Concluded that all documentation for the final submission needs to be finalised the day before the submission date

**5. Signatures:**

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

MINUTES OF MEETING	ACTIONS	
	Responsible Person	Due Date
Finalise all documentation for submission	Deleenn Palmer, Christian Neilsen, Alexander Santander & Timothy Vu	06/09