

# EGH455 - Team #4 (Week 2)




## MINUTES OF MEETING

<b>Place:</b> <b>GP-O303</b>	<b>Author:</b> <b>Deleenn Palmer</b>	<b>Date:</b> <b>Start Time: 1000</b> <b>End Time: 1100</b>	
<b>1. <u>Subject:</u></b> PMP Discussion			<b>Total Pages: 2</b>
<b>2. <u>Agenda:</u></b> <ol style="list-style-type: none"> <li>1. Review ConOps</li> <li>2. Review WBS</li> <li>3. Delegation of tasks for PMP</li> <li>4. Finalisation of Gantt Chart</li> <li>5. Review of System Requirements</li> <li>6. Review of videos</li> </ol>			
<b>3. <u>Attendants:</u></b>			
<b>Name</b>	<b>Initials</b>	<b>Subsystem lead</b>	<b>Subsystem initials</b>
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

**4. Main conclusions and meetings planned:**

1. Minor changes are needed to be changed in ConOps to incorporate all System Requirements
2. WBS has been approved
3. Gantt Chart has been completed and approved

**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
Finalise videos	Delenn Palmer	10/08
Prioritise completing draft version of PMP	Delenn Palmer	13/08
Complete System Requirements	Timothy Vu	10/08
Start initial review for what is needed for Subsystem Designs (Prelim. Designs)	Christian Neilsen, Alexander Santander, Timothy Vu	17/08