

# PROJECT PLAN MEETING

Location: University of the Witwatersrand, Chamber of Mines  
Date: 01 July 2019  
Time: 08:45  
Facilitator: Prof. F Takawira

## Agenda Items & Discussion Points

1. The basic Project Plan that was created is not sufficient as not enough detail is given,
2. Prof has given a clear clarification of what is required in the project, i.e. the image will undergo 2 compression techniques.
3. The actual compression must be done using known techniques such as DCT, etc.
4. The creation of holes was a main focus point of the discussion.
5. The breakdown of the encoding was discussed and a possible way forward was suggested (DCT then holes being created)
6. How the image will be transmitted was discussed and how to introduce errors.
7. The overall idea is decent, but a more step-by-step explanation is needed.
8. Breakdown of approach must be done as soon as possible, so that a decision can be made on which steps can be completed while Prof is away.

Action Items	Owner(s)	Deadline	Status
Describe the steps taken in the project	Kishan Narotam & Nitesh Nana	01 July 2019	Completed
Complete Project Plan	Kishan Narotam & Nitesh Nana	15 July 2019	In Progress
Breakdown the implementation into steps	Kishan Narotam & Nitesh Nana	02 July 2019	Started and In Progress
Research other image compression techniques	Kishan Narotam & Nitesh Nana	15 July 2019	In Progress