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| Project Plan Meeting | |
| Location: | University of 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.

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| 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 |