Meeting Minutes

Date: 5 June 2019

Location: 1008B, Department Computer Labs, Electrical Engineering, Imperial College

Present:

Academic Supervisor	Dr Steve Wright
Project Group	Joshua Rizal Chan, Lua Ying Hao, Ng Yi Song, Patrick John Chia, Joel Yeow

Agenda
1. To provide Dr Wright with update on project progress
2. To request assistance with problems encountered

Minutes

Item	Action By
1. **Demonstration**. Showed Dr Wright demonstration of Makaton interpretation running on WALDO.	None
2. **Project Update**. Provided update on progress of project. ● Machine learning model running on Jetson ● Battery pack purchased from Amazon providing sufficient power for Jetson to run ● Jetson and Pi connected to each other and communicating via GPIO pins	None
3. **Poster**. Discussed poster with Dr Wright. Dr Wright provided the following recommendations for improvement. ● Reduce the amount of text ● Use bullet points for text instead of paragraphs ● Poster should be technical but still understandable for laymen ● To make necessary amendments to poster	Joel Yeow

Action Items

S/N	Para	Action	Party	Deadline
1.	3	To make necessary amendments to poster	Joel Yeow	7 June 19