Meeting minutes

Friday 13th March 2015

*Note taker: Ben Liang*

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| ***Version*** | ***Author*** | ***Changes*** | ***Date*** |
| 1.0 | Ben | Initial Draft | 14/03/2015 |

# Meeting time and place:

Friday, 13th March, 1pm – 2pm, WT ground floor, meeting room

# Attendance:

* Greig Wakefield, Supervisor
* Ben Liang, Student
* Pio Kim, Student

# Points discussed:

1. Introduction of the project, as Greig Wakefield is the new supervisor of this semester, we introduce Digital Canvas to him, and do the self-introduction.
2. Explain the challenge of the current status.

* Time limitation, Ben is working 5 days, he manage to do the project over Monday and Tuesday until late night, while Pio can do the development with Ben.
* Technical issues, When doing the recording, there are couple of problems coming up, and have no clue to solve that issues
* Mid-semester report, as the Mid-semester report coming along, we need to pick up the project from the last semester. -> ***Action item 1.1***
* Transfer the old documents to new supervisor, Greig will go through the old documents which were made from last semester -> ***Action item 2.1***

1. Demonstrate the project to supervisor, and ask for some ideas.
   * The sense of user’s hand did not detect very well
   * User might not know what to do with the system

# Next meeting:

Next meeting has not been set up at the moment

# Action items:

| ***Item #*** | ***Action required*** | ***Due*** | ***Owner*** | ***Status*** |
| --- | --- | --- | --- | --- |
| 1.1 | Mid-semester report | ASAP | Team | Open |
| 2.1 | Transfer the old documents to new supervisor | ASAP | Team | Done |