Meeting minutes

Monday 28th July 2014

*Note taker: Ben Liang*

# Meeting time and place:

Monday, 28th July, 10:00am, The Pullman Hotel

# Attendance:

* Andrew Colarik, Supervisor
* Ben Liang, Student
* Evan Martin, Student
* Pio Kim, Student
* Alastair Bowie, Student

# Points discussed:

1. Introduction – Each attendee introduce himself, and gave details about experience and talents
2. Positions in team should be thought of and taken the responsibility for. A coordinator and note taker, and other roles will be coming up. -> ***Action item 1.1***
3. Milestones:

* Recent activity – Proposal
* Read all the documents ( student guide etc.) on AUTonline -> ***Action item 2.1***

1. Research Direction:

* Ready for the first meeting with client -> ***Action item 3.1***
* Preparation includes: -> ***Action item 4.1***
  + Heads-up User-interface
  + Projection
  + Open-Framework example and API
  + Motion Capture
  + Kinect + motion capture existing project
  + Guesture regonition
  + OpenGL 3D Graphics

1. Group Norm

* Attend the group meeting
* Contribute your works
* File sharing using Google Drive
* MSM when need
* Calling when need an instant response

1. Tasks

* One page list of questions to the client as agenda -> ***Action item 5.1***
* Deliverables by 5pm Monday
* Evidence of research for Andrew
* Team Role identified -> ***Decision 6.1***
  + Evan Martin is Project Manager
  + Ben Liang is Software Developer
  + Pio Kim is Researcher
  + Alastair Bowie is Quality Assurance

# Next meeting:

***Thursday, 28th August, 4pm, location Pullman Hotel***

# Action items:

| ***Item #*** | ***Action required*** | ***Due*** | ***Owner*** | ***Status*** |
| --- | --- | --- | --- | --- |
| 1.1 | Positions in the team should be thought of and taken responsibility for. A coordinator, note taker, and other position should be established. | ASAP | Team | Done |
| 2.1 | Read all documents (student guide etc. ) on AUTonline | ASAP | Everyone individually | Done |
| 3.1 | Ready for the first meeting with client | ASAP | Team | Open |
| 4.1 | Research on the relerant topic | Before the first client meeting | Team | Done |
| 5.1 | Questioning/ Agenda Lists | Before the client meeting | Team | Done |

# Decisions:

|  |  |  |
| --- | --- | --- |
| ***Item #*** | ***Proposal*** | ***Decision*** |
| 6.1 | Team Role identified | Everyone Agreed |