Meeting minutes

Thursday 28th August 2014

*Note taker: Ben Liang*

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| ***Version*** | ***Author*** | ***Changes*** | ***Date*** |
| 1.0 | Ben | Initial Draft | 29/08/2014 |

# Meeting time and place:

Thursday, 28th August, 4pm - 5pm, Pullman Hotel, Coffee Shop

# Attendance:

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

# Absent:

* Alastair Bowie, Student

# Points discussed:

1. Distribution of roles in the team:
   * Evan: Project Leader, OpenFramework
   * Ben: Co-developer, C++
   * Pio: Co-developer, C++
   * Alastair: Quality Assuarance

These are responsibilities and not exclusive. Everyone will help others with upcoming problems or questions.

1. Contribution conflict, Alastair currently not contribute any work to the proposal. He only show up in team stand-up meeting, but did not do any work toward the project. -> ***Action Item 1.1***
2. Keep in better contact with supervisor. Let Andrew know the minutes of meetings and what we are working on
3. Collect and email proof about Alastair’s absence and lack of work -> ***Action Item 2.1***
4. Work allocation

* Evan current task is to transfer the code from Mac to Windows by using Microsoft Visual Studio 2013 -> ***Action item 3.1***
* Ben current task is to model a UML diagram with the multiple classes and rename the class to be more meaningful. Suggestion is that Ben need to model the UML with the client in order to understand the structure of the program -> ***Action item 4.1***
* Pio current task is finish the acceptance test and write a document which analyses the code; how different code link together and their functions. The benefit of doing this is to help Ben to create the UML with a structural information and analysis. -> ***Action item 5.1***

# Next meeting:

Monday 1st September, short stand-up meeting to review progress and agree on new meeting time

# Action items:

| ***Item #*** | ***Action required*** | ***Due*** | ***Owner*** | ***Status*** |
| --- | --- | --- | --- | --- |
| 1.1 | Contribution conflict, Alastair currently not contribute any work to the proposal | ASAP | Evan, Pio, Ben | Open |
| 2.1 | Collect and email proof about Alastair’s absence and lack of work | ASAP | Evan, Pio, Ben | Open |
| 3.1 | Evan current task is to transfer the code from Mac to Windows by using Microsoft Visual Studio 2013 | ASAP | Evan | Done |
| 4.1 | Ben current task is to model a UML diagram with the multiple classes and rename the class to be more meaningful | ASAP | Ben | Done |
| 5.1 | Pio current task is finish the acceptance test and write a document which analyses the code; how different code link together and their functions. | ASAP | Pio | Done |