

## **CE903/913 (MSc Group Project): Template for Minutes of Group Meetings**

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Date & time of meeting: January 29, 2019

Place of meeting: STEM

Group members present: ALL

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name): N/A

All other group members (that is, those not listed in the previous two boxes): N/A

Name of chairperson for this meeting: Pranavi Vasa

Name of secretary for this meeting: Mushfika Sultana

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)? Yes

List any corrections of matters of fact here: N/A

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

Agreed actions from previous meeting:

- Identify the objectives and outcomes of the project.
- Go through by possible source of previous work for fact checking.
- Determine the implementation methodology of the project.

Individual Responsibilities:

- Each group members successfully carried out the search for necessary literature reviews related to the assigned project.

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given: N/A

New matters discussed:

- Determine the different solutions for the proposed projects.
- Identification of the scope and limitations of different solutions.
- Necessary communication with the supervisor to get the feedback/suggestion regarding the different initial ideas to implement the project.
- Further search for relevant articles to identify an alternative way of implementation.

Issues/problems to be reported to project supervisor:

- Necessary communication with the supervisor to get the feedback about 3 possible solutions agreed by all team members.

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list:*

- Send the mail to the supervisor for necessary feedback regarding 3 proposed ideas (Responsible person: Mushfika Sultana).

Agenda for next Meetings

- Finalize one implementation method after necessary feedback from the supervisor.
- Breakdown the responsibilities of the group members regarding the requirements specification.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

Chairperson: Zhongjian Xiao

Secretary: Mushfika Sultana

Date: February 4, 2019 at 15:00

Place: STEM