

CE903/913 (MSc Group Project): Outline Agenda for Group Meetings

1. Group members: Siddharth Shyamsunder, Neeraj Sirohi , Pranavi Vasa, Mushfika Sultana, Zhongjian Xiao, Yang Yize
2. Apologies for absence: N/A
3. Review of minutes of previous meeting and matters from the minutes:
 - 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.
4. Review of actions from previous meeting:
 - Three possible implementation methodology has been identified.
 - Each group members successfully carried out the search for necessary literature reviews related to the assigned project
5. New matters for consideration/discussion:
 - 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.
6. Discussion of new actions to be carried out & individual responsibilities
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.

Responsible person to write the meeting minutes

 - Current secretary
7. Appointment of chairperson and secretary for the next meeting:
Chairperson: Zhongjian Xiao
Secretary: Mushfika Sultana
8. Date, time and place for the next formal meeting:
Date: February 4, 2019 at 15:00
Place: STEM

Explanatory notes:

Item Number	Explanation
2	This is where you record the names of those people who provided a genuine reason for their absence <u>before</u> the meeting takes place.
3	<ul style="list-style-type: none">- 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.
4	<ul style="list-style-type: none">- Each group members successfully carried out the search for necessary literature reviews related to the assigned project.
5	<ul style="list-style-type: none">- 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.
6	<ul style="list-style-type: none">- No pending actions- Send the mail to the supervisor for necessary feedback regarding 3 proposed ideas (Responsible person: Mushfika Sultana).
4, 5 & 6	When preparing the actual agenda for a meeting, you should add specific items, where possible, under Items 4, 5 and 6, so that other group members have a clear idea beforehand about what is going to be discussed at the meeting. (Of course, it is always possible that extra items for discussion will arise during the meeting.)