MEETING 4	
Date	2nd September 2018
Time	10.30 a.m. to 11.35 a.m.
Place	School Main hall
Topic	**Prototyping**

MINUTES

ATTENDEES

- ❖ Ms. Ellen Watson – Client
- ❖ Mr. Sadeesha Jayaweera – Project Manager
- ❖ Mr. Bryan Ferdinendz – Team Member
- ❖ Mr. Jhonothon Misso – Team Member
- ❖ Mr. Steve Jhonson – Head of Advanced Level Section

ABSENTEES

- ❖ None.

ITEMS

1. **Signing In**

   Before Commencing the Meeting everyone, signed

2. **Minutes of the last Meeting**

   Mr. Sadeesha Jayaweera started off by reading out the minutes of meeting of 27th August 2018.

3. Presentation of Prototype and Discussion

The prototype was presented to the rest of members by Mr. Sadeesha Jayaweera and Mr. Jhonethon Misso. All the functions of the prototype were explained with the help of a projector. After that members got the chance to use the product and experience it on their own laptops. In order to exchange ideas of the prototype a discussion was held. Speaking first Ms. Ellen Watson said that the prototype was not a very satisfactory one. She also showed that there are only few multimedia components.

4. Client's Address

Ms. Ellen Watson shared her ideas with the rest of the team members. She praised Mr. Bryan Ferdinendz and Mr. Jhonethon Misso for their untiring efforts, towards the presentation. One of the main consideration infuencing the project was, designs yet we ought to gurantee ease of use and interactiveness", She said. 3rd September 2018 was scheduled as the date of the next meeting by her.

5. Evaluation of Project Progress

The progress of this project was presented by Mr. Sadeesha Jayaweera. The Gantts charts were shown by him and later he assesseed them. He clarified that the initial designs. should be finished by 17th September 2018, which was within the assessed time period. He at that point reference that the initial prototyple will start to be created on the 18th September 2018.

6. Adjournment

The meeting adjourned at 11.36 a.m.