

Meeting Minutes

Meeting 1	
Date	07/10/2014
Location	6 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Client Meeting
Summary	<p>This was our first meeting with the Client. We discussed:</p> <ul style="list-style-type: none">• Aims of the project• Existing body scanners• Measurements of body that are useful• Applications of a cheap body scanner

Meeting 2	
Date	09/10/2014
Location	4 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Team Meeting
Summary	<ul style="list-style-type: none">• Assigned Roles to each team member• Created Google Drive folder for everyone to contribute• Assigned topics to research• Discussed Bi-weekly report

Meeting 3	
Date	14/10/2014
Location	6 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Client Meeting
Summary	<ul style="list-style-type: none">• Discussed our progress and research• Discussed the documentation and final report• Discussed Existing Algorithms

Meeting 4	
Date	23/10/2014
Location	4 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Team Meeting
Summary	<ul style="list-style-type: none">• Discussed how to extract point cloud• Discussed about the Kinect hackings• Assigned tasks for next week• Reviewed Bi-weekly report

Meeting 5	
Date	03/11/2014
Location	Via Phone
Members	Shubham
Type	Client Meeting (Telephone with Dr. Ruto)
Summary	<p>This was a telephone meeting with Dr. Tony Ruto. We discussed:</p> <ul style="list-style-type: none"> ● Body scanning program that was written for old Kinect sensor ● Software that create extract the point cloud and extract body measurements ● About Kinect 2.0 sensor and the compability of his software
Meeting 6	
Date	04/11/2014
Location	6 th Floor MPEB
Members	Shubham
Type	Client Meeting
Summary	<ul style="list-style-type: none"> ● Discussed our progress ● Discussed meeting Dr. Tony Ruto ● Discussed the National Sizing Survey ● Discussed existing software to classify human bodies

Meeting 7	
Date	13/11/2014
Location	4 th Floor MPEB
Members	Shubham, Kareem, Jack
Type	Team Meeting
Summary	<ul style="list-style-type: none"> ● Discussed and Reviewed Bi-weekly report ● Discussed our website ● Created Git repository ● Discussed point cloud and the technical difficulties

Meeting 8	
Date	19/11/2014
Location	6 th Floor MPEB

Members	Kareem, Jack
Type	Client Meeting
Summary	<ul style="list-style-type: none"> ● Reviewed Progress ● Discussed point cloud ● Discussed material for the reports and website

Meeting 9	
Date	20/11/2014
Location	Science Library
Members	Shubham, Jack
Type	Team Meeting
Summary	<ul style="list-style-type: none"> ● Explained the point cloud extraction techniques to each other. ● Discussed how to remove the background

Meeting 10	
Date	25/11/2014
Location	6 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Client Meeting
Summary	<ul style="list-style-type: none"> ● Quick discussion on our progress

Meeting 11	
Date	27/11/2014
Location	4 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Team Meeting
Summary	<ul style="list-style-type: none"> ● Discussed the website ● Everyone got assigned a topic for writing on the website ● Reviewed the point cloud that we extracted.

Meeting 12	
Date	03/12/2014
Location	6 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Client Meeting
Summary	<ul style="list-style-type: none"> ● We showed our progress ● We discussed the point cloud we extracted

	<ul style="list-style-type: none"> ● Showed the UI designs and reviewed them. ● Showed our website to client.
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Meeting 13	
Date	04/12/2014
Location	4 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Team Meeting
Summary	<ul style="list-style-type: none"> ● Discussed the techniques and approaches we would take to testing and prototyping (i.e. unit, functional and acceptance testing) ● Assigned further tasks for finishing up the website

Meeting 14	
Date	11/12/2014
Location	4 th Floor MPEB
Members	Shubham, Jack, Kareem
Type	Team Meeting
Summary	<ul style="list-style-type: none"> ● We discussed and planned out our approach for filming the video; involving planning out the content to be shown/said and what materials (/slides) and method of filming we would use.