

# Minutes

for 15 August 2013

Group 2 regular meeting  
venue: IW 462

**In the minutes for client meetings, who has showed up in the meeting and who was absent must be stated here at the very first of the doc.**

## 1 Must do

Matt did not show the minutes of the first client meeting. He must finish that before next client meeting, we need to bring it to the lecturer in the next client meeting.

## 2 Summary of the meeting

### 2.1 Next client meeting

The chair for next client meeting is Aziz and the one who is going to record the client meeting is Bowen. Aziz is responsible for the process of the client meeting. He needs to collect information during this group meeting so he can design what we are going to do for the next client meeting. Aziz is also responsible to generate the agenda for the next client meeting. The agenda must be put on SVN 24 hours before the client meeting, which is **2.30pm Sunday**. Aziz needs to print the agenda out and bring it to the client meeting next Monday. Bowen should record carefully about the client meeting and generate the minutes after the meeting. He has to put the minutes on SVN 24 hours after the client meeting, which is **2.30pm Tuesday** of next week.

If Aziz is going to allocate some tasks for the group members in the next client meeting, he must tell everyone the **details of the allocation by 2.30pm Sunday**, either by the agenda or by other communication methods.

### 2.2 Tasks allocation for the assignments

There are three assignments we need to submit before the mid-break.

SRS is due on 23 Aug by Jianqiu Li and Yu Hong.

SPMP is due on 6 Sep Aziz and Yifei Pei.

SDD is due on 17 Sep Bowen Tao and Matthew Nestor.

## **2.3 Brief summary of the questions we are going to ask for next client meeting**

1. I've checked the schedule of previous year's course. Normally the questions about the GUI should be asked at Week 5. However, it's still worth a try to ask something about the GUI at Week 4.
2. We are going to show the prototype robot we have made to the lecturer to ask for some advise from him.
3. Following the design of prototype, we should ask how the robot mark road closure and how should the road closure look like.
4. We should ask the physical representation of the obstacles. (In the project description, they said the material of the obstacles but not the shape.) Last meeting we asked about the electrical representation in the software but not the physical one.
5. Normally, how much information should an existing map contain? Should we consider the circumstance that the existing map contains nothing?
6. The robot needs some AI algorithm to control the automation. We should ask some questions about the functionality of the algorithm. These questions may be passed to Matt to ask.
7. Questions about the functions for the robot. What kind of movement should the robot has? What should the robot do for rotation? How about the rotation angles for the robot?

## **3 Any other issues**

Please check the SVN regularly. So does the course forum and course website. Otherwise you are going to miss something important.

**Please note that the format of agendas and minutes for group meetings has been simplified so it cannot be used for client meetings. If you want to generate a document for client meetings, please follow the ones I've uploaded for client meetings. You shall not use the format of this file for client meetings.**

## **4 Date of next group meeting**

22 August 2013.