Meeting Agenda

Date: 2016-05-03
Facilitator: Adam
Participants: Adam, Daniel, Marcus, Patrik

1. Objectives (5 min)

Resolve any issues preventing the team to continue. Short clear description.
Nothing is currently causing us any troubles.

2. Reports from previous meeting (15 min)

Each groupmember reports outcome of assigned issues, see also 4.
Adam: Have created a class for wav to waveform png image.
Daniel: The RAD has been updated and the SDD has been started with.
Patrik: A class for converting sound files to wav has been added.
Marcus: Have been sick and therefore not been able to contribute with any work.

3. Discussion items (35 min)

Discuss issues from 1 and 2, possibly new or more general issues (very short notes/keywords).
This is a short week and we'd like to have some vacation during the long weekend.
The report in the course LSP310 is due to monday next week, therefore documentation will be the major focus.

4. Outcomes and assignments (5 min)

Outcomes from 3. I.e. write down what's decided and why it was decided? Sync with other documentation (add terms to wordbook). From outcomes, 1, 2 and 3, (re)assign each groupmember issues to solve.
Everyone: General refactoring and writing of documentation.

5. Wrap up

Write down unresolved issues for next meeting. Time and location for next meeting.
Since the ascension day is during this week we'll take this long weekend off and next meeting will be held 9th of May.