**Date:** 5th March 2019

**Not In Attendance: N/A**

**Meeting agenda:**

1. Show existing system
2. RFID functionality
3. Discuss corpus files
4. Poster Fair

**Meeting discussion:**

* Last stage of development - Export function pending finishing, filters page & privilege system. Decide on filter options based on input from Debbie (Elina to email Debbie). Exported report should have date.
* Poster Fair - Need to decide who will be demonstrating the system and who will be standing at the poster.
* RFID functionality is now working
* User priorities (POLP) should be finished this week.
* Video to be done for corpus, not for Poster Fair
* There will be no meeting with supervisor next week

**Actions:**

* **All:** Continue working on corpus files.
* **Elina:** Email Debbie and ask about filters. Continue working on technical report and documentation
* **Karlis:** Work on privilege system
* **Priyesh:** Finish export function & make sure it is dated
* **Afzi:** Work on last UI improvements & More filters page
* **Dan:** To find out if researcher can meet to test the system next week.