**CE903/913 (MSc Group Project): Template for Minutes of Group Meetings**

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting:

01 Feb 2022

Place of meeting:

STEM building

Group members present:

* Thakdanai Saelee
* Rigoberto Valadez
* Disa Ray
* Sundari Thirumalareddy
* Ibad ur Rehman
* Jaime Ramirez
* Ali Raza

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):

* Ahmad Raza

All other group members (that is, those not listed in the previous two boxes):

Name of chairperson for this meeting:

* Rigoberto Valadez

Name of secretary for this meeting:

* Thakdanai Saelee

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

List any corrections of matters of fact here:

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled.

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given:

New matters discussed:

* Discuss the data with Graz description and IEEE paper BCI competition.
* Assign system requirement to team member.

Issues/problems to be reported to project supervisor:

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:

* Sundari, Rigoberto working on Introduction and reference.
* Disa, Thakdanai working on Requirement Analysis and Specification.
* Ibad, Ali working on Testing Schedule.
* Ramirez, Ahmad working on Project Planning.

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:

* 8 Feb 2022 at STEM building