**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:

08 Feb 2022

Place of meeting:

STEM building

Group members present:

* Thakdanai Saelee
* Rigoberto Valadez
* Disa Ray
* Jaime Ramirez
* Ali Raza
* Ahmad Raza
* Sundari Thirumalareddy

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

* Ibad ur Rehman

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.

* All parts of system requirement are finished.

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

New matters discussed:

* Final review and correction for the system requirement.
* Discussion for pre-processing signal data to the raw data to remove the noise.

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*:

* Exploring the signal data individualy and preparing for the discussion on next meeting.

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

* 15 Feb 2022 at STEM building, Disa Ray for chairperson, Sundari Thirumalareddy for secretary