

MEETING MINUTES – Software Engineering & Project group 9

Date of Meeting:

Location: IW426 Chair: : Patanamon Thongtanunam

22/August/2018

Minutes Prepared By:

Xinyi xu

1. Purpose of Meeting

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| 1) | Review the draft of SRS |
| 2) | Discuss the design document draft |
| 3) | Discuss about how to code |
| 4) | Assign the tasks of SDD |

2. Attendance at Meeting

Client: Patanamon Thongtanunam

Project team: Congwei Bai, Anna Dai, Zhengjian Li, Li Qiu, Ruoxi Sun, Xinyi Xu, Zheng Xu

3. Meeting Agenda

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| • 14:00 - 14:05 | Review the draft of SRS |
| • 14:05 - 14:15 | Ask questions about the implement of the robot |
| • 14:15 - 14:25 | Client give some opinions |
| • 14:25 - 14:35 | Client recommend the format of SRS |

4. Meeting Notes, Decisions, Issues

About Map

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| 1) | We should be able to design own map |
| 2) | The different staff can be identified by different colour |

About the Robot

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| 3) | People should not control the robot when the searching operations, the robot should be able to find the proper route automatically |
| 4) | The mission of the robot is to find the location of the survivals |

About the use of code:

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| 5) | Modify the existing code instead of create all the codes from beginning. |
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5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Software Design Document (SDD) Draft Submission	all	28/08/2018	doing
Sprint report	Xinyi Xu	30/08/2018	
Update progress on Trello and github	all		
Start to design the map	all		

6. Next Meeting

<i>Date:</i>	29/08/2018	<i>Time:</i>	2:15 pm	<i>Location:</i>	RMP iw426
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