

MEETING MINUTES –Software Engineering & Project group 9

Date of Meeting: 08 /08/2018

Location: IW ROM426

Chair: Patanamon Thongtanunam

Minutes Prepared By: Xinyixu

1. Purpose of Meeting *(add/delete rows as necessary under banner headings)*

- 1) To meet with team members to start the project
- 2) To meet with the client.
- 3) To distribute the review topic
- 4) Any other questions.

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

2:10-2:20 Introduce everyone

- 2:30-2:45 Discuss the main goal of this project
- 2:45-2:55 Pick up the key and legao toys
- 2:55-3:05 Check the number of toy pieces
- 3:05 Closed the meeting

4. Meeting Notes, Decisions, Issues

Comments on the project

- 1) Accuracy: minimize the positioning deviation
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Discussion on future work:

- 2) Since the team do not really have experience in JAVA coding, the study and work load may be heavy for the team – but we will keep optimistic.
 - 3) Improving the model could be time-consuming.
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Work methods:

Learned about how to work well and get customer satisfied using agile development methods.

5. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Organizing meeting notes	Xinyi xu	8/08/2018	Finish
Preparing agenda	Xinyi Xu	14/08/2018	Finish
Draft of SPMP	ALL	15/08/2018	Finish

6. Next Meeting

<i>Date:</i>	15/08il/2018	<i>Time:</i>	2:15pm	<i>Location:</i>	Iw 462
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