

Meeting 37 | Minutes

Meeting date | time 21/05/20 | 14:00 | **Meeting location** Google Hangouts

Meeting called by	Whole Team
Type of meeting	Weekly Scheduled
Facilitator	Oliver Still
Note taker	James Gardner
Timekeeper	James Gardner

Attendees

Daniel Bishop (dmb537)
Oliver Clarke (odjc500)
Stijn Marynissen (sm2174)
James Gardner (jadg502)
Che McKirgan (cwjm501)
Cameron Smith (cs1869)
Oliver Still (os705)
Eric Walker (ew1150)

AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

Discussion: To address any actions from the previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Time allotted | 5 | Agenda topic Presentation | **Presenter** Oliver Still

Discussion: Maximum of 30 slides. On Monday there will be a set of questions given and we'll have 24 hours to answer the questions (simulating questions after the presentation). We will arrange a meeting closer to the time to cover those.

Time allotted | 5 | Agenda topic Iteration 7 | **Presenter** Oliver Still

Discussion: 025 -

Webcam Streaming to Server
Going to use OpenCV for the webcam. All the media streaming is now
It's now set up to capture video but not sound yet.
80% complete.

030 -

80%
The tutor still needs to select subjects from a list.

Time allotted | 5 | Agenda topic Unit Tests | **Presenter** Oliver Still

Discussion:

All unit tests should be complete for Monday. We should aim to have as many complete and as many issues finished as possible by Monday as next week we need to focus on the presentation and individual reports.

#	Action items	Person responsible	Deadline
1	All unit tests and javadocs complete	All	25/05

Extra Notes:

Exams left - Digital comms on the 28th

#	Action items	Person responsible	Deadline
2	Presentation and HTML	All	29/05
3	Personal Reports	All	31/05
4	Last Changes to QA Manual	All	22/05
5	All Other Deliverables	All	1/06