

Meeting 38 | Minutes

Meeting date | time 25/05/20 | 11:00 | **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 End of 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:

Likely going to 'freeze' the repository after Thursday if approved by JG and CM.
At least 90% should be done now.

The final class tests should be complete by the end of Wednesday.

#	Action items	Person responsible	Deadline
1	Complete the unit tests and javadocs remaining	All	27/05

2	All branches merged on Wednesday	All	27/05
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Time allotted | 10 | **Agenda topic** *Iteration 8 Final Two Weeks* | **Presenter** *Oliver Still*

Discussion:

- OS - Presentation, Report
- OC - Presentation (Finances), Report
- JG - Tests/Bugs, Presentation (Roadmap), Report
- CS - Presentation (Marketing), Report
- CM - Tests/Bugs, Presentation (Roadmap), Report
- SM - Presentation, Report
- DB - Tests/Bugs, Report
- EW - Tests/Bugs, Report

#	Action items	Person responsible	Deadline
3	Final checks of program for repo freeze	James	28/05
4	Complete your assigned tasks above	All	Deadlines Below

Extra Notes:

Exams left - Digital comms on the 28th Starts at 14:00

Digital Signal Processing is due 27th

#	Action items	Person responsible	Deadline
5	Presentation and HTML	All	29/05 Internal
6	Personal Reports	All	31/05 Internal
7	All Other Deliverables	All	1/06 Internal