# Team Meeting

Date | time 19/10/2016|1:30PM Location LDC3029

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| |  |  | | --- | --- | | Meeting called by | Liem | | Type of meeting | Update schedule | | Facilitator | Nay Myat Min | | Note taker | Liem Nguyen Duc | | Timekeeper | Liem Nguyen Duc | | Attendees: Nay, Fong, Liem  Please read: -  Absentee: Abishek, Murali |

## Agenda Items

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Time allotted | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Solution hasn’t been finished. | Liem | 5 mins | |  | Serious problem with team dedication | Liem | 5 mins | |

## Discussion

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| |  |  |  | | --- | --- | --- | | Topic | Presenter | Note | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Solution hasn’t been finished   * Without solution to WNA’s request, no task list/ Gantt chart can be done. * The delay will affect the whole project. | Liem. | More feedback will be available after teach go through submission | |  | Serious problem with team dedication.   * Murali and Abhishek didn’t answer in team chat. * Murali never finish task on time. * Abhishek’s work isn’t up to standard. * Most of the workloads is distributed on 3 people only. | Liem | Nay, Liem had to stay up all night to finish last minute submission. | |

## Action taken

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| |  |  |  | | --- | --- | --- | | Topic | Assigned to | Deadline | |
| |  |  |  |  | | --- | --- | --- | --- | | ☐ | Solution hasn’t been finished   * Solution (Hardware/ Software/ Training) will be submitted before 9PM 19th OCT 2016. * At least task list must be finished for 20th OCT lecture. | - Whole team   * Liem. | 9PM 19th Oct 2016  12:15 PM 20th OCT 2016 | | ☐ | Serious problem with team dedication   * Project manager will reasoning with underperformance people * The rest of the team will attempt to finish the task at all cost. * Cover page/ Code of conduct finalizing will be transfer to Nay | - Nay.  - Nay, Fong, Liem.  - Nay | -  -  - 12:15 PM 20th OCT 2016. | |

## Other Information

Next meeting [19th Oct 2016]

Special notes: 20th OCT is the submission to lecturers.