Minutes of the Fourth Internal Meeting

Group 13

Thursday 13th September 2012

Chair

Dawei Geng (a1219181)

Secretary

Yufeng Bai (a1600095)

Members

1. Nguyen Khoi (a1187070)
2. Yatong Zhou (a1204471)
3. Yunyao Yao (a1203525)
4. Shikai Li (a1214223)
5. Jun Chen (a1206265)
6. Yunyao Yao (a1203525)

Apologies

None

1   Time and Place

The Fourth meeting for the Software Engineering and Project was held in Ingkarni Wardli Building, Room 4.23 at 2:00pm on Thursday 13th September 2012.

2   Quorum Announcement

The chairman announced that a quorum of the group was present, and that the meeting, having been duly convened, was ready to proceed with its topic.

3   Summary of Previous Meeting

1. Getting the feedback of the SPMP from client.

2. Giving the presentation about the Configuration Management and Quality Process.

3. Demonstrating the improvement about the robot.

4. Set the further goal.

4   Group Milestone

4.1   Document Review

1. Giving a brief summary about the documents which we finished so far.

2. Analysing the feedback of every documents, understand the advantage and disadvantage of the documents.

3. Approving to use proof reading to minimise the documents' error.

4.2   Code Review

1. Demonstrating the functions of the robot so far.

2. Pointing out the drawbacks of the robot.

4.3   Current project status

1. The improvement of the bluetooth connection protocol. The robot is able to be handled by the auto and manual control.

2. The skeleton of the codes is completed.

3. The updating of the GUI

4.4 The project plan until next week

1. Implementing according to the milestone 1

4.5 Fix SVN Repository

The Code folder will have three part each contains a working copy of the software, versions of software updates, and program parts that team members are currently working on. The Document folder will contain agendas, minutes, and other documents which requires team members working together, such document will be divided in to Drafts and Final folder, contains drafts of updates and the final versions which pulled from drafts.
Jun Chen takes responsibility for fixing.

4.6 Unify the Latex Editor

1. Sublime Text 2 with Latex plug-in will be used for the further Latex editing.

5 Adjournment

The next meeting is a group meeting and will be held in Ingkarni Wardli Building, Room 4.23 at 3:30pm on Monday 18th September 2012.