

The Software Engineering Group Project internal meeting 2 will be held in **Room 462** at **3.30pm** on **24 August 2012**.

# **Agenda**

## **Internal Meeting 2**

**Chair: Dawei Geng(a1219181)**

### **Present**

1. Yufeng Bai (a1600095)
2. Nguyen Khoi (a1187070)
3. Yatong Zhou (a1204471)
4. Yunyao Yao (a1203525)
5. Shikai (a1214223)
6. Jun Chen (a1206265)

### **1 Apologies**

None.

### **2 Document Review**

The documents made so far will be reviewed, this section will held by Yufeng Bai, the documentation manager.

### **3 Code Review**

Code reviewing will held by Nguyen Khoi, the main developer and QA manager.

### **4 Current project status**

Team members will report their progresses. Including:

1. The graphic user interface progress.

2. The progress of connect the robot with graphic user interface.
3. The documentation progress.

## **5 Next weeks project plan**

Establish the next weeks milestones based on current progress. Ideally, next week the team will be working on:

1. Rebuild robot to suit the requirements.
2. Smart Robot Milestone 1 based on project gantt chart.
3. Finishing overall graphic user interface.

## **6 Questions Discuss**

Questions that team members had so far will be discussed.

## **7 Next Client Meeting's Topic**

Topic and Chair of next meeting. Question collection for next meeting.

Note: Next meeting to be held on 27 August 2012.