

# **Minutes of Client Meeting 6**

## **Group 13**

**Monday 10th September 2012**

### **Chair**

Nguyen Khoi (a1187070)

### **Secretary**

Yufeng Bai (a1600095)

### **Members**

1. Dawei Geng (a1219181)
2. Yatong Zhou (a1204471)
3. Yunyao Yao (a1203525)
4. Shikai Li (a1214223)
5. Jun Chen (a1206265)

### **Apologies**

None

## **1 Time and Place**

The 6th meeting for the Software Engineering and Project was held in Ingkarni Wardli Building, Room 4.23 at 3:30pm on Monday 10th 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. Gave a presentation about the SPMP.
2. Client asked some questions about the current project.
3. Demonstrated manual control for client.

## **4 Group Milestone**

### **4.1 Introduction**

1. Nguyen Khoi gave a presentation about the Configuration Management and Quality Process Assessment including following points:

- Using SVN Control Repository to manage online materials.
- The structure of the SVN Repository
- Using File Folder to manage all printed materials
- The documentation plan
- Make some standards for documents and codes.

2. Dawei Geng demonstrates some improvement about the robot:

- The Bluetooth connection protocol
- The ultrasonic sensor monitoring
- The keyboard control improvement

## **4.2 Client Feedback**

1. The client gives us the feedback of SPMP
2. Client gives us some comments:
  - The SVN repository is not built according to the requirement.
  - The SPMP is lack of the test plan.
3. Client requires us to build PDF documents by using Latex according to the materials from SVN repository.

## **4.3 Further goal**

1. Finish UML Diagram
2. Finish Software Design Document
3. Start to write the User Manual
4. Implement all functions of the robot before the end of the middle break

## **5 Adjournment**

The next meeting is a group meeting and will be held in Ingkarni Wardli Building, Room 4.23 at 3:30pm on Thursday 13th September 2012.