10 June 2017

*Time:*

10 am

*Duration*:

5 hours

*Present:*

* Anna Borysova
* Shaheel Kooverjee
* Erin Versfeld

*Excused:*

None. This was a data gathering pilot therefore **J** and **D** were not expected to attend.

*Summary*

* Team members finalised their individual data gathering programs
* Initial work began on the bash script which will be used to synchronise the launching of the individual data gathering programs
* The team must still work on their proposal presentation
* Delegation of sections of the presentation are as follows:
  + **A**:
    - Related work
    - Anticipated outcomes and deliverables
    - Ethical, professional and legal issues
  + **S:**
    - Procedures and methods
  + **E:**
    - Problem description
    - Problem statement
    - Project plan

*Next meeting:*

11 June, 10 am

*Points of Action for next meeting:*

* **E** will finalise the design of the initial draft presentation
* All members will work on their individual sections