

Meeting Minutes – Second Meeting

15th of October 2015

MEETING START TIME: 2.00pm

MEETING PARTICIPANTS:

Daniel Blackwell

Jędrzej Stuczynski

Farbas Miah

UNABLE TO ATTEND:

N/A

Overview:

This meeting occurred directly after the client meeting so that we could discuss what we had just learned. After some planning of how we would approach our tasks, we set up various media platforms in anticipation such as a Slack and GitHub group as well as downloading MATLAB.

TOPICS OF DISCUSSION

1. Evaluating previous client meeting
 - Sharing notes made during meeting
 - Understanding of what the client wanted us to do
 - Estimating time of completion for task allocated
2. Planning of approach to task
 - What is required to complete the task
 - Ideas on how to automate the process

FURTHER ACTIONS

Installed MATLAB which was required to complete the task allocated.

MEETING END TIME: 2.20pm