**Meeting with supervisor (Younes B., Airbus) at N7**

**Agenda:**

* Brief on progress
* Re allocation of resources due to the absence of a team member (family emergency)

**Discussed points:**

* Work progress: globally, progress is steady towards achieving the desired goals. Client is happy with current pace of work, and has been very cooperative.
* In terms of resource management, each team member saw his share of work slightly increase: the absence of a team member (M’hand) due to a family emergency lead the team to rethink the planning and collectively decide to take on some of M’hand’s tasks. M’hand stayed in charge of the other tasks, which he carried out remotely.
* The team should start writing the final report and preparing a draft for the presentation. A 2 hours meeting will be organised with the supervisor prior to the presentation to go over the final report and rehearse the presentation

**Actions:**

* Organize next meetings: 20/02 via skype, 25/02 at N7 for a demo of the application, 07/03 at N7 to go over the report and the presentation
* Prepare final report and presentation templates. Start draft. (Amine)
* Prepare abstract (individual, all team members concerned)