Date: November 25, 2017

Start time: 10:00am

Location: CSIL

Meeting called by: Jia Hui (Mandy) Xiao

Facilitator: Jia Hui (Mandy) Xiao

Timekeeper: Jia Hui (Mandy) Xiao

# **Attendance**

|  |  |  |
| --- | --- | --- |
| Attendees | Status | Reason (if absent) |
| Sheung Yau (Gary) Chung | Present |  |
| John Ko | Present |  |
| Ryan Kiew | Present |  |
| Zavier Aguila | Present |  |
| Jia Hui (Mandy) Xiao | Present |  |

# **Today’s agenda**

1. Discuss deliverables for final version
2. Assignment 5 presentation

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| **Agenda Item #1** |
| Discussion   1. Sign-out 2. Persistent log-in 3. Add sound and video to the panorama 4. Choose to add a next panorama 5. Ability to preview the experience 6. Able to exit the experience at all times |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | | Add sound and video | Zavier |  | | Assignment 5 documentation | Mandy |  | | Sign-out | John |  | | Persistent log-in | Ryan |  | | Qa and making code more stable | Gary |  | |

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| **Agenda Item #2** |
| Discussion  What project management techniques worked well: weekly meeting, extra weekly meeting. Used google drive to keep all the documents for every member to access.  Not so well: set up task assignment software but did not stick with it. Lines of code alone did not reflect on the time spent on the project.  What were the major technical problem you encountered: panorama stitching. Buttons are hard to implement. Database integration.  Major human problem: everyone has different schedules. Sometimes questions are not answered efficiently.  What would you do differently and what would you do the same: evaluation after every 2 weeks. Good time management. Meet on the weekends to have more time. Go take a break bond with the team.  Advise: meet often. Focus on what you can learn. Don’t take too many classes, make sure you have time outside of class. Work with your team.  What did you learn: trust your team. Overcoming unfamiliarity of ios development. How to work as team. |
| Conclusions |
| Action items   |  |  |  | | --- | --- | --- | | Actions | Person Responsible | Deadline | |  |  |  | |

# **Next Meeting**

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| --- | --- | --- | --- |
| Date | Time | Location | Notes |
|  |  | Csil |  |

End time: 5:20PM