**Embedded Systems Development Group Meeting 3**

**Meeting Details:**

* Time: : 1:00pm – 2:00pm
* Date: : 17/04/14
* Location: Project Room

**Minute’s taker:** Thomas West

**Meeting Agenda:**

* A discussion of the previous meeting minutes
* A discussion of the final Hand-in
* Remaining Work
* Planning of complete system build.

**In Attendance:**

|  |  |
| --- | --- |
| Name: | Attended: |
| Thomas West | YES |
| Timothy Norris | YES |
| Gregory Masters | YES |
| Alex Hobbs | YES |
| Richard Clark | YES |
| Hevlain Nana | YES |
| James Dibble | YES |

**Weekly Research/work delegation:**

The team has agreed to each be assigned a piece of work to do over the week and discuss what they have discovered to the group in this weekly meeting. The aim of this week’s delegation was to complete remaining work, prepare for the upcoming hand-in and begin preparation to build the complete system.

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| --- | --- |
| **Name** | **Research area** |
| **Thomas West** | Work Completed |
| **Greg Masters** | Work Completed |
| **Alex Hobbs** | Finish work on Keypad & Functional Specification for Client |
| **Hevlain Nana** | Package Diagram |
| **James Dibble** | Functional Specification for Server & ERD/System/Class Diagrams |
| **Richard Clark** | Finish work on LCD & Communications/protocol speciﬁcations |
| **Tim Norris** | Finish work on Kiosk & Functional Specification for Kiosk |

**A discussion of the previous meeting minutes:**

Group members provided a progress report, detailing how far their assigned tasks had come. At this stage, most members reported that they had completed their work, with the exclusion of the Keypad, the LCD display and the Kiosk which were both reported to be nearing completion.

**A discussion of the final Hand-in:**

The approaching final hand-in was discussed and members were assigned work roles (see above). An email was also compiled and sent to the Module Leader, in order to ascertain clarification on certain criteria of the hand-in.

**Remaining Work:**

The Keypad, LCD, and Kiosk were briefly discussed, with the aim to have both completed in early May.

**Planning of complete system Build:**

The complete system build was discussed and scheduled. The team decided to aim for a successful build by the 12th of May at the latest; this would provide a week before the demo to facilitate proper debugging, reliability and integrity testing.

**Follow up meeting:**

At this point no formal follow up meeting was required.