

Minor and Major Project Minutes of Meeting

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| Full name of student | Jason Tione Wang Yip King Cheung |
| Student ID number | 160078066 |
| Date of meeting | 7 th February 2019 Room G12 |
| Date of previous meeting | |

Meeting Agenda:

1. Discussion of project outline (20 minutes)
2. Discussion on how to write the meeting minutes (10 minutes)
3. Discussion of Read File-Distance Matrix file received last week (10 minutes)

Action Item/s from the previous meeting

N/A

Matters Arising from the Minutes

Agenda item #1 - Discussion of project outline

The Draft version of the project outline was discussed with the supervisor and need to be change to standard as per the lecture 3 slides presented today. A Gantt chart of the workload can be added to show the life cycle of the project. Project description need to be more specific.

Action item 1: Improvement to be made to project outline

Agenda item #2- Instruction on how to write a minute of meeting

The supervisor sends out the minute of meeting template. A brief introduction was made and the criteria of the minute were discussed.

Action item 2: Signing off minutes of meeting

Agenda item #3 – Discussion of Read File-Distance Matrix file

The supervisor presented the pseudo code for fitness calculation and a brief comment on how read the array file.

Action item 3: Continue on the Fitness calculation

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Action Item/s

1. Refine and upload the project outline on blackboard by Friday 8th February 2019
Action: Jty
2. Send over the minutes of meeting next week for signing off by supervisor
Action: Jty
3. Continue with the Read File-Distance Matrix and the Fitness calculation.
Action: Jty

Signature of Student:

Date: 8th February 2019



Signature of Supervisor:

Date: 11 Feb 2019

