CSCI 222 – Group B4 Meeting 4

Name of Organization : CSCI222 - Group B4

Purpose of Meeting : Finalize all works done for the assignment and ready the report, presentation and SRS.

Date and Time : 24 Feb 2016, 10:00

Chairperson : Nguyen Duc Anh

Members Present : Ardyanto, Wu Chin Hwa, William Wunady

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| Agenda/Topic | Discussion | Action | Person(s) Responsible |
| Finalize assignment contents | Take a look at everything we have done and ensure they are good enough for the project. | Checked for any errors possible in assignment contents | Nguyen, Ardy, Wu Chin Hwa, William |
| Prepare assignment report | Compiling the work done in this assignment into a report file for lecturer’s viewing. | Compiled work done in assignment into one report file. | Nguyen, Wu Chin Hwa, Ardy |
| Prepare assignment presentation | Compiling the work done in this assignment into an easy-to-understand presentation file for customer’s viewing. | Fixed remaining issues and decided to make it final. | Nguyen, Ardy William |
| Prepare final program demo | Combine all the codes the group members have done, compile and test the final program. Ensure the program runs and does all functions as required. | All group members submitted their codes and used it to compile the final program. | Nguyen, Ardy, Wu Chin Hwa, William |
| Finalize SRS | Talked about SRS documentation. | Work on documentation, SRS and finalize it | Nguyen, William |
| Journals and Work Diaries | Everyone submits their journals and work diaries, and use them to review the performances of each other. | Submission of Journals and Work Diaries. Team members tell each other what they can improve on. | Nguyen, Ardy, Wu Chin Hwa, William |
| Documentation | Make a final documentation on the assignment for each team member’s viewing. | Work on documentation. | Nguyen, William |

Documents/Deliverables :

* Journal and documentation of this meeting to bring for the next meeting.

Closing Time : 12:15