

# Group Meeting #17

**Date** 6 August 2015  
**Time** 08:00 am  
**Location** WT BCIS Project Room - WT501

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## Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young.

## Minutes Recorder

Jason Gerbes.

## Absences

None.

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## Meeting Agenda

- Add completed documents to the project portfolio.
  - Final check of portfolio.
  - Prepare for mid-project interview.
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### 1. Approval of minutes of the last meeting

- 1.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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### 2. Discussion of Project Development

- 2.1. Added completed documents to portfolio:

- Work log
- Document style guidelines
- Research findings
- Prototypes
- Meeting minutes

- 2.2. Final read through proposal in preparation for interview.

- 2.3. Final check through portfolio.
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### 3. Meeting Arrangements

- 3.1. Mid-Project review will take place at 11 am.

- 3.2. A meeting with Ahmed and Roopak needs to be arranged by Jason.

- 3.3. Paul will bring the portfolio on a USB drive.
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### 4. Adjournment of Meeting

- 4.1. There being no other business, the meeting was adjourned at 10:30 am.
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### 5. Next Meeting

**Date** 6 August 2015

**Time** 11:30 am

**Location** WT BCIS Project Room - WT501.

We will meet after the mid-project review to discuss the outcome and decide our future actions.

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