

# Group Meeting #33

**Date** 4 November 2015  
**Time** 09:00 am  
**Location** WA Meeting Room - WA3 Room 3.

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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

- Work on remaining portfolio tasks.
  - Update work log charts.
  - Share poster information with Sean.
  - Ensure that all members are ready for questioning on Thursday.
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## 7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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## 8. Status of prior meeting arrangements

- 8.1. The project poster has been completed and will be ready for pickup later today.
- 8.2. Most pages of the project portfolio have been completed. Some pages will be worked on during this meeting.
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## 3. Discussion of Project Development

- 3.1. The project poster was completed by Josh and Jason.
- 3.1.1. Jason took the file to PrintSprint yesterday for printing.
  - 3.1.2. It will be ready later today
- 3.2. Jason and Paul have been working on the project portfolio.
- 3.2.1. Most pages have been completed.
  - 3.2.2. Some documents have been recreated to amend errors with dates and information.
- 3.3. Our project poster session will take place at 9:30 in WT206. We all need to be there from 8:30 onwards.
- 3.4. We will go through some information in preparation for the poster session.
- 3.4.1. Paul and Sean will update Jason and Josh on the development information.
  - 3.4.2. Jason and Paul will update Josh and Sean on the portfolio.
  - 3.4.3. Jason and Josh will go through the poster with Sean.
- 3.5. We finished the portfolio.
- 3.6. We finished the poster demo application.
- 3.7. Josh collected the poster from PrintSprint.
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#### 4. Meeting Arrangements

- 4.1. Jason will collect the project poster later today.
- 4.2. Sean will read through the project plans and poster before tomorrow's presentation.

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#### 5. Adjournment of Meeting

- 5.1. There being no other business, the meeting was adjourned at 12:00 pm.

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#### 6. Next Meeting

**Date** None.  
**Time** None.  
**Location** None.

This is our final group meeting. We will have our poster session tomorrow in WT206 at 9:30 am. All members of the group must attend from 8:30 am onwards.

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