

CS/SE 2XB3: Final Project  
**MEETING AGENDA**

<b>Project Name:</b>	Step Safe	<b>Group Number:</b>	5
<b>Date of Meeting:</b> (DD/MM/YYYY)	13/03/19	<b>Time:</b>	4:30PM
<b>Meeting Facilitator:</b>		<b>Location:</b>	Mills Library

**1. Meeting Objective**

Provide roles for everyone to work on prototype.

**2. Attendees**

Name (last name alphabetical order)	Student Number	Role in the Project
Alice Ip	400078727	Mapping Research
Meijing Li	400110713	Sorting Research
Robert Vardy	001425404	Mapping Research
Indika Wijesundera	001431996	Searching Research

**3. What has your team done since the last meeting (documents, code, reading material, etc.)?**

Description	Owner(s)
Created ADT for data	All
Cleaned data file	All
Created file to read data	All

**4. Is anything slowing your team down on in your way?**

Description	Route cause(s)	The TA feedback
Busy with other assignments and tests	Additional Commitments	

**5. What you about to change from the way another team is doing? (Complete it if you have met another team today)**

Topic	Another Team methods	Your reflection
N/A		

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.  
 Add rows to the tables when it is necessary.

Submitted by: [Name]

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**MEETING MINUTES**

5. Notes, Decisions, Issues					
Topic		Owner		Time	
Create scoring system and implement a radius measure starting from the center of the commute.		All		4:40	
For prototype, implement a simple point graphing to visually present the crime points and route.		All		5:00	
We will implement a searching algorithm to find points near radius and implement the scoring system on them. .		All		5:10	
6. What will your team do before the next meeting? (Action Items)					
Action		Owner		Due Date	
Complete ADT for crimes		All		15/03/19	
Extract important points based on a starting and ending location		All		15/03/19	
Check how to implement the google maps api		All		15/03/19	
5. Next Meeting (if applicable)					
<b>Date:</b> (MM/DD/YYYY)			<b>Time:</b>		<b>Location:</b>
<b>Objective:</b>	Meeting not scheduled as of yet.				

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Submitted by: [Name]