

Minutes of meeting #5

Group 6

Tuesday, 2018-02-20 12:15-14:00

1 Attendance

Benjamin Dyhre Bjønnes	present
Robin el Salim	present
Sverre Magnus Engø	absent
Robin Grundvåg	present
Vegard Itland	present
Eirik Jørgensen	present
Loc Tri Le	permitted leave (hospital)
Stian Soltvedt	present

2 Pre-meeting catchup

Pushing to git Previous deliverables were pushed to git.

User manual in separate document Due to a misunderstanding, the user manual was incorporated as a part of the product specification, which was corrected during this meeting.

Standardization Due to the individuals working separately outside of meetings, documents across the project had different names. The documents were renamed to a consistent naming scheme. Shortly following the group meeting, the folder structure was reorganized in a more logical manner. Efforts were made in standardizing the LaTeX document structure.

3 Main topic: Tasks 5 and 6

Retrospective A number of good and bad points were addressed by several team members. A document was produced which summarized the points discussed. This document will be further used in subtask #6.

Presentation We will prepare a presentation for next meeting, and will hopefully be able to go through the presentation at that time. The presentation will consist of a manuscript, upon which we will base a powerpoint which will be presented during the official group presentation.

Task division We divided the tasks as follows:

- Vegard: Product specification cleanup/standardization
- Stian: Retrospective document (completed during the meeting)
- Robin G: Presentation manuscript
- Benjamin: Presentation powerpoint

4 Meeting review

What worked? All previous deliverables were properly added. Project is starting to come together. We have clearly assigned team members to do the tasks which need to be done by next time.

What didn't work? We had a slow start this meeting. Mainly minor decisions were made, perhaps a function of this being a late stage in the project. The group felt particularly low energy, and it was difficult to keep the team on track.

5 Conclusion

We discussed some minor yet important details, and divided the required tasks until next meeting. The first iteration is nearing its completion.

Next meeting The next meeting will be held in Høyteknologisenteret, in an available group room, on Thursday 2018-02-22 at 14:15-16:00