Team Meeting Minutes

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| **Meeting #:** | 3 |
| **Date:** | 3 September 2013 |
| **Location:** | Level 1 Swinburne Library |
| **Start Time:** | 12:30pm |
| **End Time:** | 1:30pm |
| **Members Present:** | Joshua Stopper (JS)  Tran Xuong Tran (TXT)  Minh Duc Nguyen (MDN)  Daniel Corsaletti (DC)  Shengwei Li (SL) |

**Agenda/Purpose**

1. MDN showed examples of some of the graphs that we could use to display the results to the user
2. Update on what documentation we have and what we need to complete
3. SL is creating some slides for JS to read for the elevator pitch
4. Discussed some of the tasks to be completed on the project plan
5. Everyone talked about what they had read from the documentation that Phillip had sent to us. We need to all research more so we have a thorough understanding of how to calculate a tremor

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Each member has to develop a thorough understanding of tremors | 10/09/2013 | ALL |  |
| SL to complete slides so JS can give the elevator pitch at our next lecture | 09/09/2013 | SL |  |
| Clarify with Caslon if we even need to develop a project plan if we are also developing a development plan | 03/09/2013 | DC |  |

**Status of Previous Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Meeting with the client was complete | 29/08/2013 | JS | Complete |
| DC and JS jad developed preliminary versions of requirements documentation. A development plan must be constructed, and perhaps a project plan | 03/09/2013 | ALL | Complete. Both documents are created, however still need to be completed |

**Next Meeting**

Next meeting will occur on 10/09/13 at 12:30, most likely in the library