Team Meeting Minutes

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| **Meeting #:** | 9 |
| **Date:** | 15 October 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. Feedback from JS about noise cancellation functionality. Still unable to figure out how to correctly input after getting feedback from people. Need to ask Caslon for guidance
2. Collaborate on documentation. Team members reviewed the documentation and discussed changes that need to be made to each
3. DC and JS talked about the function testing that they had completed
4. Other types of testing that need to be completed were discussed

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Get guidance from Caslon about noise cancellation functionality | 15/10/2013 | ALL | Meeting with Caslon following this meeting |
| Fix changes on SRS and upload for all members | 18/10/2013 | DC |  |
| Fix changes on Development Plan | 18/10/2013 | SL |  |
| Fix changes on Testing Plan | 18/10/2013 | ALL |  |
| Conduct other tests for usability | 22/10/2013 | ALL |  |

**Status of Previous Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Contact someone about noise calculation | 15/10/2013 | JS | Complete, not successful outcome |
| Video tests need to be shown to Phillip next meeting | 15/10/2013 | ALL | Will be shown for approval next meeting |
| Test the program using a dummy hand that will not move. Find dummy hand | 22/10/2013 | DC | Still haven’t obtained plastic hand, will complete by next meeting |
| Create some data that we are able to run through our program to conduct function testing | 18/10/2103 | DC | 2 functions fully tested, 2 to complete |

**Next Meeting**

Next meeting will occur on 22/10/13 at 12:30, most likely in the library