Team Meeting Minutes

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| **Meeting #:** | 2 |
| **Date:** | 27 August 2013 |
| **Location:** | Level 1 Swinburne Library |
| **Start Time:** | 1:00pm |
| **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 helped to set up GitHub to allow a place to share our work. This makes all of our work more available for everybody, reducing time in having out of date versions and needing to get them from someone else.
2. Update from JS about client contact meeting, confirmed with other team members when they are available
3. Discussed what stage our documentation is at and what we needed to complete
4. JS provided update of what he has developed
5. Decided that no members will have specific roles, they may just complete tasks instead

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| GitHub set up and work correctly. Team members are now to use this to ensure up to date and available documentation | 27/08/2013 | ALL | Complete |
| Availability for meeting this week has been given to JS, who then requested a meeting with the client. It seems most people are available Thursday. Depending on the client’s schedule, this will likely be our meeting date. JS to get back to us | 29/08/2013 | JS | Complete. Waiting on response from client |
| 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 |  |
| Members haven’t been given a specific role, however some may be completing some specific tasks more than others. DC will continue to record meeting minutes and JS and MDN will continue programming for example | 27/08/13 | ALL | Complete |

**Status of Previous Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Each member has installed the Leap Motion API and almost all have been able to try out the hardware | 22/08/13 | ALL | Complete |
| MDN successfully got trello up and running, allowing us to post information on our current tasks | 23/08/13 | MDN | Complete |

**Next Meeting**

Next meeting will occur on 27/08/13 with our supervisor Caslon Chua