Team Meeting Minutes

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| **Meeting #:** | 11 |
| **Date:** | 29 October 2013 |
| **Location:** | Level 3 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. Minor testing and feedback on program discussed and fixed
2. Final deliverables for project discussed. Still need to complete final presentation, final report, technical manual and poster
3. Presentation needs to be worked on and Phillip must be invited
4. Final report discussed. Will clear some information about it with Caslon
5. Poster discussed and initial ideas created

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Make sure all previous documentation is complete | 5/11/2013 | ALL |  |
| Final presentation preparation | 5/11/2013 | ALL |  |
| Final report completion | 5/11/2013 | ALL |  |
| Create a poster for the presentation | 5/11/2013 | ALL |  |
| Schedule a meeting with Phillip and invite him to final presentation | 29/10/2013 | JS |  |

**Status of Previous Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Check with Caslon if it is ok to not implement noise cancellation | 22/10/2013 | ALL | Complete |
| Make a presentation about progress of the project | 28/10/2013 | DC & MDN | Complete |
| Complete more testing of application | 29/10/2013 | ALL | Complete |
| Create a final report | 29/10/2013 | ALL | Document being created |

**Next Meeting**

Next meeting has been scheduled for 4/11/2013