Supervisor Meeting Minutes

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| **Meeting #:** | 6 |
| **Date:** | 1 October 2013 |
| **Location:** | EN501b |
| **Start Time:** | 1:30pm |
| **End Time:** | 2:00pm |
| **Members Present:** | Joshua Stopper (JS)  Tran Xuong Tran (TXT)  Minh Duc Nguyen (MDN)  Daniel Corsaletti (DC)  Shengwei Li (SL)  **Supervisor Caslon Chua (CC)** |

**Agenda/Purpose**

1. Discuss progress of project. CC asked if we had been able to sort out validating our calculations
2. Suggestion to write up some test data that will easily be able to tell us if our formulas work correctly
3. CC says that we still have some progress to make on our documentation. This has been divided up between members and will hopefully be completed soon. SRS has been given back with feedback
4. CC told us that our mark on our personal logs will reflect how much of a grade we achieve. If we are getting low scores for our personal logs then it’s unlikely we will get a high score
5. We must ensure we have the correct deliverables to give Phillip. We must make sure he knows exactly what we give him soon so that he doesn’t receive any surprises
6. We must clearly identify whether this is a final product or if this project is to be used as a proof of concept
7. Our test plan must show how we validated our formulas
8. If we wish, we can create a document for our client that will show how we validated results for him

**Decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Test data to be created | 12/10/2013 | ALL |  |
| Continue to complete Development Plan | 8/10/2013 | SL, TXT |  |
| Continue Test Plan | 8/10/2013 | DC |  |
| Refine SRS document | 8/10/2013 | DC |  |

**Status of previous decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Ask Phillip if video recording of testing is sufficient testing | 26/09/2013 | All | Complete. This is fine with him |
| Make sure we always correctly complete our work logs | Ongoing | All | Complete |
| Discuss the availability of peer review results to one another | 17/09/2013 | All | Complete, will leave private |
| Testing document needs to have test cases developed | 1/10/2013 | All | Test cases being developed |

**Next Meeting**

Next meeting will occur on 8/10/2013 in EN501b