Supervisor Meeting Minutes

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| **Meeting #:** | 3 |
| **Date:** | 3 September 2013 |
| **Location:** | EN 501b |
| **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. Met with CC and discussed the requirements of the client. Since our last meeting we had met with the client and his requirements were different to what we initially believed so we relayed the new information to CC
2. CC tells us we need to properly clarify how the client would like this project. If the users results can be stored in a text file that would be ideal, however if they need a database to store all of this information then we will have to clarify with Phillip how that will work
3. He also suggested that we need to confirm with the client exactly what we will be handing over to them
4. Another issue CC believed would be crucial to the success of the project would be to make sure we are able to calculate tremors accurately. We discussed how we have to research tremors using the information Phillip has provided for us, however CC said we will have to confirm that the program is actually calculating it correctly. We might need to conduct some example tests on some of Phillip’s other hardware and see if this software returns the same result

**Decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Clarify with client how they wish to store data (database or text files) | 12/09/2013 | ALL | Can wait till next client meeting |
| Identify everything the client needs us to hand over at the end of the project | 12/09/2013 | ALL | Can wait till next client meeting |
| Draw or create example screens of what the program might look like to show at next client meeting | 09/09/2013 | ALL |  |

**Status of previous decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| CC has given us a sheet of all the tasks we must complete for him. We need to take all this information on board and organize our project plan | 02/09/2013 | ALL | Project plan as a set of tasks has been identified. Using that to develop the development plan |
| The Client Agreement must be handed into Louise | 30/08/2013 | ALL | Complete |
| Meeting with Phillip must be completed, in order to gain a proper understanding of all the client requirements | 29/08/2013 | JS | Complete, next meeting organized as well |
| JS nominated himself to present the elevator pitch, pitch must be prepared | 03/08/13 | JS | Presentation next week, SL is preparing slides |

**Next Meeting**

Next meeting will occur on 10/09/2013 when we have our initial client meeting.