Supervisor Meeting Minutes

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| **Meeting #:** | 8 |
| **Date:** | 22 October 2013 |
| **Location:** | EN501a |
| **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. Discuss with CC how we are having issues with noise cancellation and need help. CC suggested that it may not be something we are able to deliver, however we should try contact Mark who was our first point of contact for our client
2. Discuss how DC and JS have begun function testing of software
3. CC stressed again that we need to show that we have completed plenty of testing, this will be what he looks for in our logs
4. CC gave us feedback about all the documentation needed. This was all feedback that we had just discussed in team meeting

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Contact Mark about noise cancellation | 22/10/2013 | JS |  |
| Continue function testing | 22/10/2013 | ALL |  |
| Complete as much testing as possible | 22/10/2013 | ALL |  |

**Status of previous decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Try to make hand visualization layout better | 18/10/2013 | JS, MDN | Complete. Accuracy refined, however still using block look |
| Organize team meeting and complete video recorded tests | 10/10/2013 | ALL | Complete |
| Begin testing functionality of program | 18/10/2013 | ALL | Complete |
| Check if client’s contact is able to review code | 15/10/2013 | JS | Complete. Contact unable to explain for us |

**Next Meeting**

Next meeting will occur on 22/10/2013 in EN501b