Supervisor Meeting Minutes

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| **Meeting #:** | 1 |
| **Date:** | 22 August 2013 |
| **Location:** | EN 210 |
| **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)  **Supervisor Caslon Chua (CC)** |

**Agenda/Purpose**

1. Met with Caslon and he discussed what he needs from the team. The Leap Motion hardware was given to us, allowing us to start familiarizing ourselves with the devices.
2. Discussion of possible meeting times and communication with client.
3. Ideas for development were shared with our newest member Shengwei Li.
4. Possible interfaces for the program were also talked about.

**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 | 29/08/2013 | ALL |  |
| JS and DC each took home a Leap Motion device to play around with. They need to familiarize themselves with these and if possible start some primary programming. | 26/08/2013 | JS & DC |  |
| Set up a meeting with the client. The meeting must happen as soon as possible so we can create a requirements document and learn what the client really needs | 23/08/2013 | JS |  |

**Next Meeting**

Next meeting will occur on 26/8/2013 when we have our initial client meeting.