Supervisor Meeting Minutes

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| **Meeting #:** | 9 |
| **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 with CC the ongoing issues we are having with noise cancellation implementation. CC says it is ok if we don’t actually implement it, however we must talk about it in documentation, specifically in the technical manual
2. CC provided some feedback on documents. He suggested changing the project to something that makes it clear we are trying to make a project that uses the Leap Motion device
3. The technical manual was discussed. It needs to be instructions for any other develop that will come on to develop this software. It can be examples of how to get started, how to access APIs or even the noise cancellation that could come next and how to implement it
4. The development plan needs to specify who was assigned each bit of work to do. In the final report we are making a note of what changed from the development plan to the final report
5. Our final presentation is scheduled for Thursday the 7th of November at 12:30 at this stage. We must also provide a poster for this presentation

**Decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Make changes to technical manual regarding the noise cancellation and instructions for other developers | 29/10/2013 | ALL |  |
| Decide on a team name that we will use that is consistent across documents | 29/10/2013 | ALL |  |
| Make sure the development plan is complete and contains information about what work we were assigned | 29/10/2013 | ALL |  |
| Prepare for final presentation | 7/11/2013 | ALL |  |

**Status of previous decisions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Contact Mark about noise cancellation | 22/10/2013 | JS | Client suggested other implementation of functionality. No need to contact |
| Continue function testing | 22/10/2013 | ALL | Complete |
| Complete as much testing as possible | 22/10/2013 | ALL | Complete |

**Next Meeting**

Next meeting will occur on 29/10/2013 in EN501b