Supervisor Meeting Minutes

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| **Meeting #:** | 2 |
| **Date:** | 27 August 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 handed over the Agreement document. As we had met with the client’s contact (Mark) and not the actual client (Phillip), we are also waiting on Phillip to agree and sign
2. Spoke to CC about our meeting with Mark. Explained how we were given Mark’s understanding of the project and how it will work. We are still however waiting to hear Phillip’s requirements
3. CC talked to us about the development of the project. He explained a lot of the work for this project will be based around data gathering and testing rather than coding. We will need to give this multiple test cases and will need a clear understanding from Phillip as to what a tremor consists of
4. Usability of the program will also be a big factor and some solutions to make it as easy as possible were suggested, for example, having clear instructions visible on the background screen of the program
5. The final delivery of the project was also talked about. We have to be able to deliver this in a way that is suitable for the client
6. CC has been unable to secure a meeting room for all of our future meetings, so we will have to remember to book some rooms in the future for un-allocated meetings
7. A quick discussion was had regarding the elevator pitch needed for next week

**Decisions**

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| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| The Client Agreement must be handed into Louise | 30/08/2013 | ALL |  |
| Meeting with Phillip must be completed, in order to gain a proper understanding of all the client requirements | 29/08/2013 | JS |  |
| Book a meeting room for some of the future meetings we have with CC | Ongoing | ALL | Will be completed when necessary |
| JS nominated himself to present the elevator pitch, pitch must be prepared | 03/08/13 | JS |  |

**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 is an ongoing development. It must be completed as soon as possible |
| 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 | Complete |
| 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 | Complete, however a proper client meeting must be had with Phillip now |

**Next Meeting**

Next meeting will occur on 03/09/2013 when we have our initial client meeting.