Supervisor Meeting Minutes

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| **Meeting #:** | 10 |
| **Date:** | 29 October 2013 |
| **Location:** | EN501b |
| **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. Our presentation has been scheduled for Thursday 7/11/2013 at 12:30 pm in EN210. The presentation will be to CC and one other team
2. Submission of project will most likely be on that Thursday, however we have until the Friday to hand it in
3. All the documentation must be handed in, as well as a peer review submitted by each team member. Documentation does not need to be hard copies unless it is the documentation that will be given to the client and signed off on
4. When handover occurs, we must explain to the client what we have done and how everything works
5. A poster must be created for the presentation. It must be printed A1 and only 1 is required
6. The final report will be summarizing the other reports and answering a lot of questions
7. The final presentation used to sell project. Demonstrate how it works, how to use it as well as a recommendation

**Decisions**

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| --- | --- | --- | --- |
| **Items to complete** | **Date to be completed** | **Person responsible** | **Comments** |
| Prepare all documentation that needs to be handed into CC | 7/11/2013 | ALL |  |
| Prepare everything that needs to be handed into client | 7/11/2013 | ALL |  |
| Create poster for presentation | 7/11/2013 | ALL |  |
| Complete final report and prepare for presentation | 7/11/2013 | ALL |  |

**Status of previous decisions**

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| --- | --- | --- | --- |
| **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 | Not yet complete |
| Decide on a team name that we will use that is consistent across documents | 29/10/2013 | ALL | Complete. Tremors with Leap Motion |
| Make sure the development plan is complete and contains information about what work we were assigned | 29/10/2013 | ALL | Complete |
| Prepare for final presentation | 7/11/2013 | ALL |  |