HIT3061 – Software Team Project - Semester 2, 2013

Leap Motion Development

Meeting Summary

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# Team meetings

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Meeting Purpose** | **Members present** |
| 20/08/2013 | EN building foyer | Initial meeting | All except Shengwei |
| 27/08/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 03/09/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 10/09/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 17/09/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 01/10/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 08/10/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 10/10/2013 | Level 1 Swinburne Library | Meeting where we captured video tests | All |
| 15/10/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 22/10/2013 | Level 1 Swinburne Library | Weekly meeting | All |
| 29/10/2013 | Level 3 Swinburne Library | Weekly meeting | All |

# Supervisor meetings

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Meeting Purpose** | **Members present** |
| 22/08/2013 | EN210 | Initial meeting | All |
| 27/08/2013 | EN501b | Weekly meeting | All |
| 03/09/2013 | EN501b | Weekly meeting | All |
| 10/09/2013 | EN609a | Weekly meeting | All |
| 17/09/2013 | EN501b | Weekly meeting | All |
| 01/10/2013 | EN501b | Weekly meeting | All |
| 08/10/2013 | EN609a | Weekly meeting | All |
| 15/10/2013 | EN501b | Weekly meeting | All |
| 22/10/2013 | EN501b | Weekly meeting | All |
| 29/10/2013 | EN501b | Weekly meeting | All |

# Client meetings

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Meeting Purpose** | **Members present** |
| 26/08/2013 | AS211 | Initial meeting | All – Mark Schier filled in as client contact |
| 30/08/2013 | Swinburne Library 1G | Requirements meeting | All |
| 12/09/2013 | Mario’s Cafe | Progress update | Joshua & Daniel |
| 26/09/2013 | Nando’s Glenferrie road | Progress update | Joshua, Daniel & Minh |