COMP3111 Team30
Meeting #3 Meeting Minutes

Date: 21/11/2023 (Tuesday)

Time: 20:50 – 22:10 (1 hour 20 mins)

Location: Discord Voice Call

Present: Christine Ma, Annie Wong, Gordon Meng

Recorder: Annie Wong

Agenda:

1. ## Start meeting [20:50]

2. ## Report on progress [20:50 – 21:10]

Name	Tasks worked on	Total hours
Christine Ma	Finished Task B: shortest path	10
Annie Wong	Finished Interface Finished Task A: edit maze map	13
Gordon Meng	Finished Task C: play game	12

3. ## Discussed logistics for project documentation [21:10 – 21:43]

   3.1.   Discussed the tasks required for documentation
   3.2.   Estimated the time required for each component
   3.3.   Proposed deadlines for each person's tasks

Name	Task and completeness	Date
Annie Wong	Finish writing the meeting minutes	21/11
	Finish documenting Interface, MazeMap, Vertex	22/11
	Finish unit testing	24/11
Christine Ma	Finalize the burndown chart	17/11
	Finish documenting ShortestPath	23/11
	Finish unit testing	24/11
Gordon Meng	Finalize the Gantt chart	23/11
	Finish documenting MazeGame	23/11
	Finish unit testing	23/11
Project Documentation		24/11
Project Presentation Video		23/11
Finalize code		25/11

4. Discussion on documentation   [21:43 – 21:58]
    4.1.   Reviewed requirements

    4.2.   Would be handled by Annie

    4.3.   Reminded that the JavaDoc need to be finished and documented

5. Discussion on Video   [21:58 – 22:10]
    5.1.   Discussed time for making video together: 23/11/2023 20:30

    5.2.   Planned out flow of the video

    5.3.   Record screen then, then add voice over afterwards

    5.4.   Planned editor for video: Annie

6. Wrapping up   [22:10 – 22:20]
    6.1.   Reminded next meeting date: 23/11/2023 for video

    6.2.   Reminded to leave 26/11 for emergency correction and buffer

7. End meeting   [22:20]