**CITS3200 Team 10**

**Minutes of Meeting 10 held on Monday 18 September 2023**

Present: Tom, Nathan, Adi, Sam, Sapphire, Zen

Meeting Started: 10.30 am

|  |  |
| --- | --- |
|  | ACTION |
| **1.1 Prepare for client retrospective**  Quickly recapped our overall progress on the project so far -- and went through the application briefly to check it was working. Also prepared some questions to ask the client with the goal of soliciting as much feedback and information from her as possible.  **1.2 Discussed scope reduction/goal change for sprint 3**  Since we felt we were slightly behind our anticipated progress, we discussed a reduction in scope for the project goals, particularly regarding administrator functionality and analytics. Unfortunately, some of the originally planned features may not be feasible within the remaining timeframe.  **1.3 New meeting time & format**  Due to too much compartmentalisation in the team, we have changed meeting time to Fridays @ 12:30pm. This is because it is easier for everyone to attend in person, and for longer periods of time. It will also make it easier for us to do some planned collaborative coding sessions at these times when everyone is in physical attendance.  **1.4 Discussion of Audio Similarity Algorithm so far**  Tom discussed the development of the Algorithm, including the two main parts (rhythm and pitch score) and asked for any suggestions. Sapphire gave great suggestions about making sure to test it on silent audio files, as well as plain noise files, which Tom had not previously considered.  **1.5 Demonstration of front end/quiz**  Sapphire demo’d some changes that she made to the quiz section to include results. |  |

Meeting Closed: 11:15 am