# **Agenda - *Design Project B Team 12***

| **Date of Meeting:** 31/03/2017 | **Location:** Arts Seminar Room 5 **Chair**: Jess Armstrong | |
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| 1. Purpose of Meeting | | |
| Check on team progress and allocate next section of design approach | | |
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| 2. Attendees | | |
| Jessica Armstrong | | [21149475@student.uwa.edu.au](mailto:21149475@student.uwa.edu.au) |
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| Jie Zhang | | [21663809@student.uwa.edu.au](mailto:21663809@student.uwa.edu.au) |
| Dr. Sally Male | | [Sally.male@uwa.edu.au](mailto:Sally.male@uwa.edu.au) |
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| 3. Agenda |
| 1. Progress since last meeting |
| 1. Questions about design approach    1. Timeline    2. Tracking safety issues    3. Configuration management |
| 1. Go over lessons learned document |
| 1. Risk Register brainstorm |
| 1. Other business    1. Github |
| 1. Actions for next meeting |
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| 4. Items that need a decision *(check indicates handled)* |  |
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