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| Supervisor Meeting Agenda |

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| Location: | EN609a |
| Date: | 14/05/2018 |
| Time: | 11:30am – 12:30 pm |

# Agenda details:

## Action Items from last week (12 minutes)

* 1. Client meeting send documents - project plan, test plan SRS,SQAP
  2. research report
  3. Software architecture document
  4. contribution sheets
  5. presentation plan
  6. assessment criteria

## Final presentation (12 minutes)

* 1. what exactly needs to be there
  2. feedback on script and plan

1. Test Plan and Usability documents (12 minutes)

## System Architecture and design (software architecture document) (12 minutes)

## Action Items for this week (12 minutes)

(for week 11)

* 1. finalise documents for Dr Tony Huang to sign
     1. project plan
     2. SRS
     3. testing
     4. quality assurance
  2. finalise documents to documentation standards, and transfer to Git by Friday
     1. project plan
     2. sdlc
     3. SRS
     4. testing (testing plan)
     5. Quality Assurance
     6. task contribution
     7. meeting minutes
     8. prototype document
     9. system architecture and design document
     10. research report
     11. final presentation video
  3. finish presentation recording and uploaded to git by wednesday
  4. accessible link to video in repository to Jean on friday

(for week 12)

* 1. fill out peer reviews and submit to Jun
  2. compile portfolio, finalise and submit to git