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| Meeting Agenda Supervisor Meeting |

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| Location: | AMDC402 |
| Date: | 22/03/2018 |
| Time: | 1:30 – 2:30 |

# Agenda details:

## Assessment Criteria sign off (12 minutes)

* 1. Discuss Criteria weightings and sign off the Criteria

1. Project Plan (12 minutes)
   1. [SEP ReportTemplate(2).doc](https://docs.google.com/document/d/1_KlLc0TZggKqQBAl2HZTUVPnsDcgucDDkxjsutDnnX4/edit?usp=drive_web)
   2. [Document from Google DriveClick to open in Google Drive](https://docs.google.com/document/d/1_KlLc0TZggKqQBAl2HZTUVPnsDcgucDDkxjsutDnnX4/edit?usp=drive_web)
   3. briefly read over the Project plan and get feedback on what is needed in the project plan
2. Quality Assurance plan (12 minutes)
   1. briefly read over the Quality Assurance plan and get feedback on what is needed in the Quality Assurance plan
3. Worklogs/Contribution sheets
   1. Sign off worklogs
4. Advice/Feedback from supervisor (12 minutes)
   1. Feedback on work done so far
      1. Requirements
      2. wireframe prototypes
   2. Feedback on the direction of the team
      1. Is the team heading in the right direction
5. Slack - Install on mobile
6. Daily Standup
7. Action Items (12 minutes)