First meeting with supervisor 08/03/2018

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| Minutes | March 8, 2018 | 1:30-2:30 | Library 1A |

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| Meeting called by | LYNDON |
| Type of meeting | Meeting with supervisor |
| Facilitator | LYNDON |
| Note taker | KRISHNA(later consolidated by Kosala) |
| Timekeeper | N/A |
| Attendees | Liam, Keagan, Ayub, Kosala, Lyndon, Migara, Jimmy, Dineth, Krishna, Shenal |

## Agenda topics

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| 5 mins | **Client Meeting** | JUN hAN |

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| Discussion | * Meeting and greeting with group * Understanding the expectations * Constraints – platform, language, tools * Frequency of meeting with the client * Refer to the template for requirement of the unit. | | |
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| Conclusions | * Understand the requirements for the document * Make a draft and email to Jun and follow up * Create set of questions and consult with Jun Han | | |
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| Action items | | Person responsible | Deadline |
| Follow up in the next meeting without the supervisor and discuss the details | | ALL | 11/03/2018 |
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| 10mins | **Team Overview** | LYNDON |

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| Discussion | * Need to clear the roles and skills because the team has no idea about the strengths * Weekly work for 10 – 15 hours including research, debugging. * Plan well ahead and cater for any upskilling time. * Share the knowledge to the group. * Contribution vs Outcome * Deadlines and milestones need to be created with proper time estimates. | | |
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| 10 mins | **Organisation and DeleGation** | Lyndon |

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| Discussion | * Decentralizing the responsibilities. * Agile vs Waterfall * Maybe having a second team lead and divide into squad. * Pair programming * Ideal team size is 7, 10 relatively large * Talk to each individual and understand their goals, skills and strengths. | | |
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| 10 mins | **Communication** | LYNDOn |

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| Discussion | * Discussed on which tools to use. * Using Facebook as main media for temporarily * Using slack as a trail version since few members might not have that experience in using it. * Time commitment varies so response time needs to be considered. * Need of establishing protocols. * Planning meeting well ahead and give everyone time. * Update everyone even if they cannot be present. * Downloading Slack App for easier usage. | | |
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| 10mins | **Skills and upskilling** | Lyndon |

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| Discussion | * Varied Skill level * Induction or maybe training classes like android development classes. * Share knowledge if you know any language or tools better. * Self-studying is critical * Object recognition, machine learning -> research libraries, packages and information to be used rather than starting from scratch. | | |
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| Special notes | * Hardware Vuzix M-100, will it be provided by the client? If so, is it 1 per group. Find out the SDK to be used. * Assessment-> how is the work and time be assessed? -> Peer review, form maintained every week with the work that’s been done over the week. * Start each meeting with the recap of the last week. * Have small squads and have smaller meeting within the small group and update the team lead. * Note the minutes and the decisions that were taken. * Create a channel on slack   DONOT LEAVE ANYTHING TO THE LAST MINUTE – JUN HAN 😊 |