Supervisor Meeting

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| Minutes | 30/04/18 | 11:30 am | EN609a] |

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| Meeting called by | Jun/Lyndon |
| Type of meeting | Supervisor |
| Facilitator | Lyndon |
| Note taker | Ayub |
| Timekeeper | --- |
| Attendees | Everyone |

## Agenda topics

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| [Time Allotted] | [**action Items** | Lyndon |

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| Discussion | * Meeting Minutes → Sorted * Peer Review Form → All submitted * Contribution Sheets → Done from week 1-7 * Test Plan still needs Test Cases. Don’t go into detail while writing test cases * SRS → Overall parts are ok but user interface wireframe is missing * SQAP → Has been revised and updated * Project Plan → Under revision |

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| [Time Allotted] | [**General** | Lyndon |

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| Discussion | * Things to be done * Architecture Design * Presentation * Finalizing documents * Research report * Portfolio due Week 12 |

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| [Time Allotted] | [**Video Presentation** | Lyndon |

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| Discussion | * Show what the project is about * General high level stuff * Show what system will eventually do * Not everyone will have to talk but once who don’t speak will be asked more questions * Everyone has to be present for the presentation * Plan will be created and sent to Jun for feedback |

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| Action items | Person responsible | Deadline |
| Test Plan |  | Wednesday |
| SRS | Jimmy | Wednesday |
| Contribution Sheets | Everyone | Sunday Midnight |
| Presentation Plan |  |  |
| Research Report Template |  |  |
| Project Plan |  |  |
| Architecture |  |  |