Supervisor Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Minutes | 30/04/2018 | 1130am | EN609b |

|  |  |
| --- | --- |
| Meeting called by | Lyndon |
| Type of meeting | Supervisor |
| Facilitator |  |
| Note taker | Ayub, Krishna |
| Timekeeper |  |
| Attendees |  |

## Agenda topics

|  |  |  |
| --- | --- | --- |
| [Time Allotted] | [Worklog and peer review] | [Presenter] |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion |  | | |
| Worklog Signed and completed until week 7 | | | |
| Peer review submitted | | | |

|  |  |  |
| --- | --- | --- |
| [Time Allotted] | Test plan and SRS | [Presenter] |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion |  | | |
| Test cases not done yet in the test plan. | | | |
| Briefly looked into SRS | | | |
| Sections are generally ok but need to have a thorough read. | | | |
| Revision sheet and front page required for both the documents | | | |

|  |  |  |
| --- | --- | --- |
| [Time Allotted] | [Other Deliverables] | [Presenter] |

|  |  |  |  |
| --- | --- | --- | --- |
| Discussion |  | | |
| Research report needs to be created | | | |
| Video to be created | | | |
| not everyone needs to be in the video | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Action items | | Person responsible | Deadline |
| Test Plan | |  | Wednesday 30/04/2018 |
| SRS | |  | Wednesday 30/04/2018 |
| Research Report | |  |  |
| Project Plan | |  |  |
| Video | |  |  |
| Portfolio | |  | Week 12 |