Supervisor Meeting

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| Minutes | 21/05/18 | 11:30 am | EN609a] |

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

## Agenda topics

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| [Time Allotted] | [**Action Items Last week** | Lyndon |

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| Discussion | * We will update last minute changes in next semester * Peer Reviews will be by Wednesday * Individual Self-assessment report required for portfolio * Individual portfolio’s may be also submitted on Git with team portfolio * Repository link will be sent to tony by Thursday or Friday * Will Put prototype document in portfolio for marking |

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

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| Discussion | * Architecture document is still being worked on * Architecture, prototype and research report remaining * Architecture document may not need to include a low level architecture of system. Try to remain at a higher level showing how components react with one another * Reflect and learn from problems during development process |

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| [Time Allotted] | [**PORTFOLIO CONSENT** | Lyndon |

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| Discussion | * Everything on assessment criteria |

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| Action items | Person responsible | Deadline |
| Portfolio compiled and sent |  | Plan for Thursday or Friday |
| Self- Assessment Report |  |  |