Team Meeting

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| Minutes | 10/05/18 | 1:00 pm | amdc303 |

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| **Meeting called by** | Lyndon |
| **Type of meeting** | Team |
| **Facilitator** | Lyndon |
| **Note taker** | Ayub |
| **Timekeeper** | --- |
| **Attendees** | Everyone expect Migara |

Agenda topics

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

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| **Discussion** | * Functional Requirements → Done * Non-Functional Requirements → Done * Class Diagrams → Still being worked on * SRS → Needs to add Non Functional Requirements * Architecture and Research report main documents to be completed * \*Priority Alert : Research report → Presentation → Portfolio * Usability Documents → End of Week * Research report Individual sections due tomorrow / Entire document due on Sunday * Checked by Liam and ready by Monday |

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| [Time Allotted] | [**Presentation Scenario’s** | Lyndon |

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| **Discussion** | * Broken machine from in Australia, Glasses can be used to guide technician in Australia by instructor in China * Hospital Scenario for teaching purposes * Industrial Scenarios more preferable as System is being developed for industry use |

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| [Time Allotted] | [**Review on last week progress** | Lyndon |

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| **Discussion** | * Team Didn’t meet deadlines |

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

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| **Discussion** | * The Research report will have to have results → Lyndon will work on * Look up tasks assigned for usability and architecture documents on Slack under “tasks” channel * Ask Jun if presentation must be based on students as audience and general use or keep presentation focused on client as audience and industry use. |

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| **Action items** | **Person responsible** | **Deadline** |
| Finalize and review all documents and sign off (Project Plan, SRS, Test Plan ,SQAP) | Krishna, Liam, Lyndon, Keagan | End of week 11 |
| Documents upload to Git | Krishna, Liam |  |
| Usability Documents | Check on slack | End of week 11 |
| Research Report | Check document | Individual – Tomorrow  Entire Document - Sunday |
| Software architecture Document | Check on slack | End of Week 11 |
| Video Presentation | Lyndon, Jimmy | Wednesday |
| Portfolio Compilation |  | End of Week 11 |