Supervisor Meeting

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| Minutes | 14/05/18 | 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 | * Client Meeting → * There should be no menus * Client happy with Documentation * Some Assessment criterias changed and sent for review |

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| [Time Allotted] | [**general** | Lyndon |

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| Discussion | * Code review meeting conducted * Documents are being finalized * 3 strike rule has been implemented and is working * Research report fine but problem with format * Make questions based on motivation to research topic * Method section of report not quite clear * Results section must answer what was found from each individual research and not about overall project * Combine results and discussion (recommended) * Jun doesn’t want to see any documents that have already been seen |

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| [Time Allotted] | [**final presentation** | Lyndon |

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| Discussion | * Advice → can have a few jokes but keep the main content in mind * Advice → you get marks according to marking criteria * Advice → It is a team effort may be a particular reason where only one member is asked to answer * Watch other presentations in week 11 to get an idea |

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| [Time Allotted] | [**test plan and usability** | Lyndon |

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| Discussion | * Test Plan updated with usability test cases * Usability documents will be worked on during this week * Lock down documents after deadline has been reached to avoid confusion |

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| [Time Allotted] | [**system architecture** | Lyndon |

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| Discussion | * Currently working on it * Jimmy, Migara and Lyndon will be working on it | | |
| Action items | | Person responsible | Deadline |
| Finalize documents and send to Tony | |  | End Of Week 11 |
| All documents must be uploaded to git for assessment | |  | By Friday week 11 |
| Finish presentation recording | |  | By Wednesday Week 11 |
| Peer Reviews and Portfolio | |  | Upcoming Weeks |
| Usability Documents | |  | End of Week 11 |
| Research Report | |  |  |
| Software Architecture Document | |  |  |