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| Meeting Agenda Team Meeting |

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| Location: | Library 3A |
| Date: | 17/05/2018 |
| Time: | 1pm– 3pm |

# Agenda details:

### **(First half - main meeting - 30 minutes)**

## Standups (5 minutes)

## Action Items from last week (5 minutes)

* 1. Software Architecture Diagram
     1. Candidate classes
     2. Quality
     3. Bootstrap Process
     4. Verification
  2. Usability Tasks
     1. Evaluation Plan
     2. Informed Consent
     3. Evaluation Tasks
     4. Demographic questions
     5. Satisfaction Questionnaire
  3. Class Diagrams
  4. Research Report
  5. Documentation and Version Control
  6. Video Presentation
  7. Non-Functional requirements
  8. Prototype presentation (to Jun)

## Review On Last weeks progress (2 minutes)

* 1. Improvements that we want
     1. feedback

1. Action items for this week (10 minutes)
   1. Get signed documents - Lyndon
   2. Make sure that the documents are on git (compile for portfolio) - Krishna
   3. usability documents with the test plan - Shenal
   4. Finish the research report - Keagan
   5. Finish software architecture document - Jimmy/Lyndon
   6. Work on Prototype document - Jimmy/Shenal/Lyndon
   7. Video presentation - Lyndon/Jimmy/Keagan
   8. Portfolio compiled - Krishna
2. next 1.5 hours
   1. work on documents/tasks