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| Week 1 review meeting | | | | | | | | | |
| Minutes | | | | 23/Apr/2010 | 09:00 | | | Ozg-meeting room 2 | |
|  | | | | | | | | | |
| Meeting called by | | PT, Coach | | | | | | | |
| Type of meeting | | Review meeting | | | | | | | |
| Note taker | | Zhou | | | | | | | |
| Timekeeper | | Co | | | | | | | |
| Attendees | | Laser swarm team, PT, Coach, Delfi-n3Xt engineers | | | | | | | |
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| Agenda topics | | | | | | | | | |
| 5 - 10 mins | | | | Describe project plan | | | | bunt | |
| Discussion |  | | | | | | | | |
| Bart will give a basic description about our first phase project plan using SE tools like WBS, WFD, or even Gaunt chart. | | | | | | | | | |
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| Conclusions |  | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline |
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| 5 mins | | | | Baseline specification | | | | tbd | |
| Discussion |  | | | | | | | | |
| Ask PT and Coach about the specification of the Baseline report, detail requirements | | | | | | | | | |
| Ask information about the people from Delfi-n3Xt | | | | | | | | | |
| Conclusions |  | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline |
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| 10 mins | | | description about the software sim | | | | simon | | |
| Discussion |  | | | | | | | | | |
| Simon will tell everyone the basic idea(structure, development) of our simulator | | | | | | | | | | |
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| Conclusions |  | | | | | | | | | |
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| Action items | | | | | | Person responsible | | | Deadline | |
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| Observers |  |
| Resource persons |  |
| Special notes |  |