

Minutes Conference Meeting

Nick De Cooman

April 2, 2010

1 Meeting Information

Date: Tuesday, March 30, 2010

Time: 16H00-17H00

Place: E1.002

1.1 Attendees

Following members were present:

- Nick De Cooman
- Sina Khakbaz Heshmati
- Wouter Van Rossem

1.2 Revision History

Rev.	Date	Description
1.0	March 31, 2010	First draft created
2.0	April 02, 2010	Revision after QA

2 Scope

In order to report the current state of all three *Software Engineering* projects, a conference is held on March 31. In a presentation of 30 minutes several aspects of the development should be highlighted, including management information and a demo. This meeting is used to rehearse the final presentation.

3 Implementation progress

The presentation may not be too technical, and should mainly cover the progress of the implementation and the obstacles that were encountered. Also multiple concrete examples should be given to allow the listener to fully understand why the development is progressing so slow.

During the rehearsal, Sina had some problems to express himself in Dutch, so extra preparation was required.

4 Demo

The presentation and demo are going to be on the same laptop, so it was practised how to switch smoothly.

5 Management information

The rehearsal of the management information slides was more or less fluently, only the ending should be more convincing.

6 Final rehearsal

On March 31 at 12H, the demo scenario will be rehearsed a final time to make sure that everything works as it should be.