

The *eighth* Software Engineering Group 19 Project *status* meeting will be held in **Ingkarni Wardli Room 4.62** at **3:30pm** on **Tuesday 13 October 2015**.

Agenda

Chair: Wei Jingwen

1 Present

- a1657343 Luo Yawen (Documentation Team)
- a1662541 Yang Jiajun (Programming Team)
- a1653772 Zhang Yun (Project Manager)
- a1671836 Wei Jingwen (Programming Team)
- a1690773 Wang Yuzhu (Documentation Team)
- a1146944 Zander Shaun Nathan (Documentation Team)

2 Absent with no Apologies

- a1651541 Lee So Min

3 Client

- *MesaMap* Company

4 Meeting Content

The group shall highlight and clarify with the client on the following items:

4.1 Review of previous minutes

The chair will give a brief review of the last minutes.

4.2 Prezentation of Milestone 2

1. The programming team will give a presentation about the robot part in milestone2.
2. The documentation team will give a presentation about the robot part in milestone2.

4.3 Any other business

1. Anything else that was not outlined in this Agenda can be raised here.

5 Next Meeting

Note: Next meeting to be held at **3:30pm** on **20 October, 2015**.