Minutes of Meeting

Group PG 19

6 October, 2015

Attendance

Chair:	a1653772 Zhang Yun
Secretary:	a1690773 Wang Yuzhu
	a1662541 Yang Jiajun
	a1657343 Luo Yawen
	a1653772 Zhang Yun
	a1671836 Wei Jingwen
Absent:	a1651541 Lee So Min (no apologies)
	a1446944 Shaun Zander(no apologies)

1 SPMP Critique

The following feedback was given for the SPMP Draft.

- Well formatted and clearly organised.

- The evolution section is interesting, but give more insight into reasons.

- Refs and definitions need more detail.

- Section 4 write a narrative, not notes.

- Section 5 needs an introduction and much more explanation. This is a very important section, and you have given it vastly insufficient attention.

- Workplan is quite good, but milestones are indequately described.

- Configuration management is a good start. Say something about use of trunk, tags, branches..

- Document section is OK, but be more precise about process

- QA plan is superficial.

The mark for the SPMP Draft is a 11/20. Overall, this is disappointing compared to your previous efforts..

2   Milestone1

The following items were finished.

- Robot Movement - Forward Back Left and Right

- Colour and distance sensor

- GUI Prototype

- Software Design Document (SDD) Draft

- Software Project Management Plan (SPMP) Draft

3   Next Meeting

The next client meeting will be held at **3:30pm** on the **13th of October, 2015.** It will be held in the **SEP Lab**.