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| Supervisor Meeting | | | | | | | |
| Minutes | | | 29/07/2014 | 15:00 – 16:10 | | wt100 | |
|  | | | | | | | |
| Meeting called by | | Anne Philpott | | | | | |
| Type of meeting | | Supervisor Meeting | | | | | |
| Facilitator | | n/a | | | | | |
| Note taker | | Xiangyu | | | | | |
| Timekeeper | | James | | | | | |
| Attendees | | Gaoxin, Yue, Charlotte Takuma, Mikhail, James, Anne Philpott | | | | | |
|  | | | | | | | |
| Agenda topics | | | | | | | |
|  | | |  | | |  | |
| Discussion |  | | | | | | |
| * The Status report * The team roles * Planning * Quality Assurance | | | | | | | |
| Conclusions |  | | | | | | |
| * Roles: developers (everyone), communication manager (more than one person?) * Planning:   + everyone should do   + Someone initiates the planning * Mid progress status report is due on this Thursday | | | | | | | |
| Action items | | | | | Person responsible | | Deadline |
| * Work out the responsibility for every member | | | | | Everyone | | ASAP |
| * Release material and make sure Github issues have notes for close | | | | | Ongoing member | | ASAP |
| * Look up Design Science - Stages | | | | | Everyone | | ASAP |
| * Progress review report: conditions from proposal feedback | | | | | Ongoing member | | 31/07/2014 |
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