

# Minutes - Meeting with Supervisor

Team 18



|      |          |                |         |
|------|----------|----------------|---------|
| Date | 27/06/16 | Duration (hrs) | 30 mins |
| Time | 10:00AM  | Location       | WT711   |

## Agenda

- ❖ Presentation structure - no slides needed
- ❖ Change language - python
- ❖ Copy of report given to the review panel
- ❖ Index structure of folders
- ❖ Clearing up misunderstandings with documentation requirements
  - > Learning blog
  - > Logged hours

## Action Items

1. Print copy of report for board
  2. Update the Gantt Chart
  3. Acceptance test revision
  4. Re-send report
    - a. Add recommendations and how we applied
    - b. Move original recommendations to appendix section
    - c. Add tables of contents
- Waqar  
Miguel & Adam  
Chris

## Notes

- Presentation points to talk about
  - Sequence
    - Project
    - Scope
    - **Where we are (What we have achieved)**
    - What is our plan
- **Keep updating proposal**
- **Keep Requirements (User Stories)**
- **Keep Up to date project plan**
- **Working on**
  - What's written for testing
    - Functions have been written have been tested. Unit testing, manual testing since lambda doesn't have testing modules
    - How to improve quality
      - Changing languages python the purposes so that we can test it better
- **Have meeting Corley on documentation after the mid semester review**

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- Folder structure
    - Have a story (Brief overview)
      - Vision/design
        - designs
      - Requirements
      - Building
      - Review and maintenance
  - **Missing recommendations in status report**
    - **Bring list to the interview of what recommendations we have been given,**
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| Attendees             | Role        |
|-----------------------|-------------|
| Waquar Hussain        | Supervisor  |
| Adam Campbell         | Team Leader |
| John Cave             |             |
| Miguel Saavedra       |             |
| Christopher Treadgold |             |

#### Version

<v1.0> Document created - 05/03/16  
<v1.1> Changed style of document - 06/03/16

*Recorded by*  
**MIGUEL SAAVEDRA**  
*Summarized by*  
**CHRISTOPHER TREADGOLD**