

Group Meeting #17

Date 6 August 2015
Time 08:00 am
Location WT BCIS Project Room - WT501

Attendees

Jason Gerbes, Joshua Son, Paul Lee, Sean Young.

Minutes Recorder

Jason Gerbes.

Absences

None.

Meeting Agenda

- Add completed documents to the project portfolio.
 - Final check of portfolio.
 - Prepare for mid-project interview.
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7. Approval of minutes of last meeting

- 7.1. The group is in agreement that the minutes of the last meeting are an accurate record.
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8. Status of prior meeting arrangements

- 8.1. Paul has added all required pages to the portfolio website.
8.2. All documents have now been compiled for the portfolio.
8.3. Jason has completed the work hours log file.
8.4. Jason has complete the document style guidelines. Josh has proofread it also.
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3. Discussion of Project Development

- 3.1. Added completed documents to portfolio:
- Work log
 - Document style guidelines
 - Research findings
 - Prototypes
 - Meeting minutes
- 3.2. Final read through proposal in preparation for interview.
3.3. Final check through portfolio.
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4. Meeting Arrangements

- 4.1. Mid-Project review will take place at 11 am.
4.2. A meeting with Ahmed and Roopak needs to be arranged by Jason.
4.3. Paul will bring the portfolio on a USB drive.
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5. Adjournment of Meeting

- 5.1. There being no other business, the meeting was adjourned at 10:30 am.
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6. Next Meeting

Date 6 August 2015

Time 11:30 am

Location WT BCIS Project Room - WT501.

We will meet after the mid-project review to discuss the outcome and decide our future actions.
