

Meeting minutes

Date	29 Nov 2018	Time	16:00 – 17:00
Place	PMB 309	Recorder	Chenxi Han
Type of meeting	Individual supervision meeting for FYP (Health Group)		
Attendance	Chenxi Han, Xiang Zhang		
Absent (reason)	N/a		
Late (reason)	N/a		

Meeting Agenda

Agenda

1. Progress against plan
 - a. Things completed
 - b. Problems and issues
 - c. How to solve them
2. Changes to the plan
 - a. Items to remove and reasons
 - b. Items need to be added and reasons
 - c. Items to modify and reasons
3. Current issues
 - a. Data description (most important)
 - b. Process model (Activity diagram)
 - c. Data model (class diagram)
 - d. conceptual diagram
 - e. Initial prototype (Programing)
 - f. Project plan
4. Other issues
5. Items for next meeting

Meeting minutes

0. Chenxi was behind the schedule, he should move faster.
1. Warning: Chenxi be serious and initiative to the project.
2. Change to system: Using alarm system to communicate between devices.
3. Chenxi was poor in time management, he must make changes.
4. Project plan should be sent to Vladimir for correction.

To do Items

Task	deadline
1. Data description for blood pressure	This weekend
2. Personal plan of time management (1/3 page)	This weekend
3. Process diagram	This weekend
4. Conceptual diagram	This weekend
5. Business (Heart Disease) Class Model	Next Wednesday