

## Meeting minutes

Date	19 Apr 2019	Time	17:00 – 19:00
Place	PMB 309	Recorder	Chenxi Han
Type of meeting	Individual supervision meeting for final year project		
Attendance	Chenxi Han		
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. Software logical design
  - b. Data accuracy
  - c. Dissertation writing
  - d. Protocol of second experiment
  - e.
  - f.
4. Other issues
5. Items for next meeting

### Meeting minutes

0. We should conduct an experiment to evaluate the reliability of bands
1. We should design the protocol and set up testing devices before experiment
2. The logical of software is feasible and I have to finish the development as soon as possible

To do Items

Task	deadline
Design the experiment protocol	Today
Set up all testing devices	This weekend
Experiment of heart rate accuracy	This weekend
Experiment of blood pressure accuracy	This weekend
Finish software development and start dissertation writing	The end of next week