

Bi-weekly Report (16th October 2015)

Project: Internet Neurocinematics Database (INcDb)

Team 35: Cheung Johnson (Leader), Karunaratne Rajind, Yong Lin Ong

1. Overview of Work Progress

We shared about our individual strengths and weaknesses to decide on the roles each should take in the team later. We met our client, Dr. Jeremy Skipper and learned about the background and overview of the project. We are reading through the reference materials sent to us by Dr. Skipper to understand the project.

2. Summary of Meetings

Meeting 1 6th Oct	Cheung Karunaratne Ong	<ol style="list-style-type: none">1. We received client's email from Dr. Dean.2. We shared about our individual strengths and weaknesses.3. We decided to use Facebook Groups as our communication tools.4. Cheung will email Dr. Skipper to arrange for a meeting.5. Cheung will setup Facebook Group for the team.
Meeting 2 12th Oct	Cheung Karunaratne Ong	<ol style="list-style-type: none">1. Dr. Skipper shared about the background of his work.2. Dr. Skipper shared about the aim of his study, Neurocinematics.3. We were introduced to the overview of his project.<ol style="list-style-type: none">a. Part 1 - Collect data (MRI image) and data analysis. (Done by Dr Skipper)b. Part 2 - Web interface to submit RAW datasetc. Part 3 - Web interface to interact with ANALYSED datad. Part 4 - Web interface to annotate movie and gamify the annotation process4. Dr. Skipper and the team agreed on a weekly meeting at Dr. Skipper's office every Monday 2pm. Extra meeting will be scheduled if necessary.5. Dr. Skipper will send us a detailed overview of the project and included the links to the sites he shown us during the meeting.
Meeting 3 13th Oct	Cheung Karunaratne Ong	<ol style="list-style-type: none">1. We met our TA and presented our progress.2. We agreed to study the resources provided by. Dr Skipper.3. We submitted the Student IP Assignment Letter.

3. Completed Tasks

No.	Task	Owner	Status
1	Email Dr. Skipper to arrange for a meeting.	Cheung	Completed
2	Setup Facebook Group for the team.	Cheung	Completed
3	Study the resources provided by Dr. Skipper	All	Ongoing

4. Problems

As the project has 3 different parts and we are all new to the project subject, Neurocinematics, we are unsure that we can complete them within the given timeframe. This require us to develop an understanding with the brain data collected as well as the technologies involved during the course of development. We will discuss with our client to set a realistic list of requirement for the project.

5. Plan for next 2 weeks

No.	Task	Owner	Status
1	Meet with Dr. Skipper next Monday	All	Ongoing
2	Draft out the project requirements	All	Ongoing
3	List the technologies required	All	Ongoing

6. Individual Contribution

Johnson Cheung

As the team leader, I contacted the client by email and set up the meeting so that we can know about the project. In addition, I created the Facebook group so that the team can easily communicate and share ideas / updates on the project. After meeting with the client, I, like the rest of the team, read up on the information the client had given us as well as researching further.

Rajind Karunaratne

Currently, I have coordinated with the team leader and the rest of the team to identify what steps to take forward with the project and what needs to be clarified during future meetings with our client. Addition to this is making use of the Facebook Group to update team members on e-mails received by the client and suggestions for future meetings, I have also supported Ong during the first interview with our client to identify and clarify details on the assigned project.

Yong Lin Ong

I volunteered to be the secretary for the team to record minutes for all our meetings. Together with the team, we met our client and I clarified my initial doubts on the project with our client. I drafted the Bi-weekly report template and prepared the first bi-weekly report.