

Team Theia Meeting Minutes

Date: 9/16/25

Time: 17:00

Attendees: Logan Cribbs, Yaru Gao, Chandler Guthrie, Matthew Hill, Julian Hutchins, Erik Winiski

Agenda

- Introductions
- Deciding team name

Key Discussion Points

- Getting to know each member's skillsets
- Providing preferred emails for sharing documents

Decisions Made

- Team/application name will be the default given – Theia
- Will try to meet every Tuesday at 17:00 for progress updates and discussions

Adjourned: 17:20

Team Theia Meeting Minutes

Date: 9/23/25

Time: 17:00

Attendees: Logan Cribbs, Yaru Gao, Chandler Guthrie, Matthew Hill, Julian Hutchins, Erik Winiski, Bolong Zeng

Agenda

- Review Preliminary Project Plan submission with Professor
- Get Professor's feedback for our plan
- Ask further clarifying questions for project

Key Discussion Points

- Very little code is expected of the teams by the end
 - Come up with 3 major features for the application that target different kinds of users
 - Show just part of the features – can be a mockup for the “coding” portion
- Use a fake map to show how the features would function (i.e., don’t need real GPS data, don’t need to actually walk around an area. Just use the layout of a building, such as the EEME)
- Requires some logic behind it, such as pre-existing sensors/functions in smartphones like TTS
- Plan is for class, but the app is hypothetical
 - “Prototype” more refers to mockups – how would the GUI look for visually impaired users?
- User manual would show, for example, what voice commands are possible

Decisions Made

- Need to update Preliminary Plan to reflect class expectations rather than the hypothetical project
 - Use Professor’s clarifications and suggestions for this

Adjourned: 17:10

Team Theia Meeting Minutes

Date: 9/30/25

Time: 17:00

Attendees: Yaru Gao, Chandler Guthrie, Matthew Hill, Julian Hutchins, Erik Winiski

Agenda

- Planning time for Phase 1 presentation with Professor
- Adjusting Preliminary Plan based off of Professor's suggestions
- Reviewing WRS and AS-IS/TO-BE slides for Phase 1 presentation

Key Discussion Points

- Ensure to update the Preliminary Project plan based on Professor's feedback and suggestions
 - Refer to meeting notes from last week for this
- Start deciding 3+ AS-IS/TO-BE scenarios
 - Chandler has made 2 examples already
- Want to have documents mostly done by October 7th for review before presentation

Decisions Made

- Scheduling presentation meeting with Professor for Thursday, October 9, at 17:00
 - Matthew (liaison) will email requesting this time slot
- Goal of next Tuesday's meeting is to review the requirements checklist together
- 3 major features: object detection, contacting assistant/helper for a lost user, drop detection and using sound so user can find phone
- Need to "go into more depth" about one AS-IS/TO-BE scenario – plan to be the "Sara" scenario

Adjourned: 17:20