

Minutes of Meeting

Date: 06Mar2025	Location: IW5.42
Chair: Dr. Lin Yue	Minutes prepared by: Guanhua Tao

Meeting Purpose

The main purpose is to greet the client and have an initial discussion about the project via informal meeting. Another purpose is to gain a general understanding of the client's expectations for this project.

Attendance

N/A. Informal meeting.

Agenda <add items as necessary>

1. To discuss the initial expectations of the project with the client.
2. To discuss the frequency of meetings between the development team (DT) and the client.
3. To discuss the client's preference for the choice of communication platform.
4. To discuss the availability of the client and the DT.

Meeting Notes, including Decisions

1. A demo for the LY1 project serves as the baseline. Additionally, a data analysis tool is preferable.
2. The meeting frequency is generally fortnightly (or once a week if necessary). The specific meeting time will be discussed during the next formal meeting.
3. The Teams channel could be a good platform for every team member to engage in.
4. Another formal meeting should be scheduled after the lecture on Friday, March 7, 2025.
5. The client presented the devices needed for this project (pictures are attached at the bottom).

Action Items <add rows as necessary>

Action	Assigned to	Due Date	Status
N/A			
N/A			
N/A			

Next Meeting

Date: Soon	Time: N/A	Location: N/A
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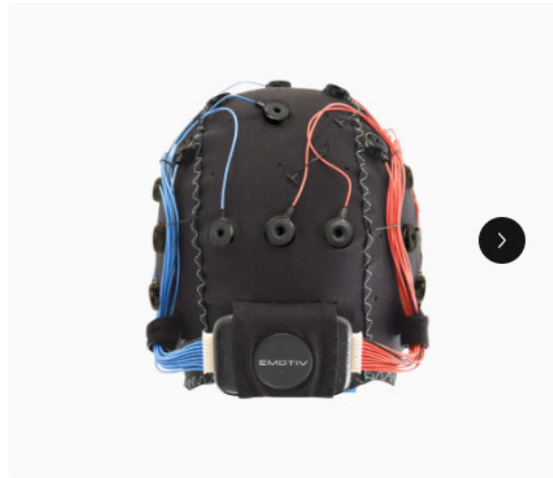


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