

## Minutes of Meeting

Date: 21Mar2025	Location: Hub Room 339
Chair: Guanhua Tao	Minutes prepared by: Guanhua Tao

### Meeting Purpose

Pitch Presentation Structure Discussion and Task Allocation

### Attendance

Zebang Zhang, Gengchao Yang, Guanhua Tao, Haomin Chen, Yufei Sun

### Agenda <add items as necessary>

1. To introduce the structure of the pitch presentation.
2. To discuss and polish the structure and decide what to add or delete.
3. To allocate the task according to personal interest and strength.
4. To schedule a peer review meeting at DT's convenience.

### Meeting Notes, including Decisions

#### Guanhua Tao:

Todd walked the team through the draft pitch presentation structure, which includes Introduction, Solution, Software Architecture, Project Management, Team Roles, and Future Development. He explained that the presentation would follow a sequence of identifying problems, conducting research, and proposing solutions. Additionally, "we will grow old someday" was recognized by Bernard during the workshop as a good idea to explore.

#### Zebang Zhang:

Zhang mentioned the supervisor's advice that we consider developing a reading application based on the EEG brain signal capture tool. Given our 13-week timeline, we should keep the project scope manageable to ensure we can deliver a Minimal Viable Product (MVP) by the end of the course.

#### Gengchao Yang:

Yang clarified the main milestones for this project. Apart from that, he discussed with the team and settled down the completion date of other main modules, such as API integration and Data Training.

#### Yufei Sun:

Sun expressed her interest in handling the Solution part of the pitch presentation. She also wondered how to present the initial solution in a more engaging way and suggested filming a short video. Additionally, she emphasized the importance of formatting the presentation documents.

#### Haomin Chen:

Chen got some question about some components in the Agile Development method. And he discussed with the team about the role allocation and what aspects of our product might be a great improvement.

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### Problems and solutions:

Problem :The team members still have some question with the Agile Development Method, since they haven't taken the Software Engineering Project (SEP) before, this could become a issue during our daily development work.

Solution: We did some clarification during today's agile meeting, and walked team through different types of agile meetings, making sure they know the purpose for each meeting.

### Requirement Change:

Scope Narrowing down: We initially brainstormed several potential project ideas, such as using EEG to control household appliances, to operate a wheelchair, and to help disabled individuals play puzzle games on their phones. However, considering practical constraints and our limited time, we decided to develop a reading application that fits within our capabilities. This approach will help us deliver a Minimum Viable Product (MVP) by the end of the course.

### Key Decision:

1. Task allocation has been completed, and the peer review meeting is scheduled for next Monday.
2. The team prefers using more images and text rather than a simple text-only style.
3. Each team member should present a portion of the presentation, with each segment lasting about two minutes.
4. Yufei Sun will be responsible for formatting the presentation documents.
5. Any questions should be posted promptly in the Teams chatbox.

### Action Items <add rows as necessary>

Action	Assigned to	Due Date	Status
Introduction Section	Guanhua Tao	24Mar	In progress
Solution Section	Yufei Sun	24Mar	In progress
Software Architecture	Zebang Zhang	24Mar	In progress
Project Management	Gengchao Yang	24Mar	In progress
Team Roles and Future	Haomin Chen	24Mar	In progress

### Next Meeting

Date: 24 March 2025	Time: 16pm – 18pm	Location: online
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