Agenda Meeting – [08.05.2025]

1. Opening

Group: IC-INF-IT1B "Silent Storytellers"
Opening
Welcome and a brief overview of today's meeting.
Topics of Discussion:

1.GO / NO GO Meeting Recap
- Review the outcome of our earlier meeting with Ms. Aminah.
- Discuss her feedback and determine our next steps based on it.

2. Team Progress Update
- Share individual progress from this week.

3. CMS / Database Discussion
- Overview of the CMS/database developed by Bence Mohr.
- Provide feedback and discuss any potential improvements or additions.

4. Sign Language Interpreter Meeting Preparation
- Plan for the upcoming meeting with the sign language interpreter.
- Decide which questions we want to ask and what we hope to learn.

5. Field Research Planning
- Choose a method for field research:
  - 4 individual interviews
  - Focus group with 5–6 participants
  - Questionnaire for 12 or more people from our target group
- Create a list of questions and outline a structure for conducting the interviews.

6. Any remaining questions or discussion topics

Appoint note-taker
Victoria Iascevschi

2. Presence
Team members who are present:
Ai Nguyen – Project Leader
David Corodeanu
Kyan Jeuring
Victoria Iascevschi
Bence Mohr
Flavius Petrasciuc
Absent:
Sara Kiani Nejad (She is doing the RUN-EU project in Austria the whole week)

3. Discussion of minutes of the previous meeting

Key Updates
General
- Ben will give a Jira tutorial.
- Jeroen has secured the sign language interpreter.

- Online meeting with Thomas needs to be scheduled.
- Questions for Lionel (about servers, Apple Vision, and other facilities) will be discussed during Friday's meeting.

Project Plan
- Lionel advised not to mention the website in the documentation for Innovate.
- Content is fine; no further actions required for now.

Website Progress
- Kyan added the navbar and footer; David completed the "About Us" section.
- A Dutch version of the website will be available.
- Ben will revise the database structure.
- Ai will handle legal aspects.
- The homepage will be hard-coded and include a LinkedIn link.
- Ai's design will feature a picture with a slogan, integrated navigation, the stories page, and a final homepage layout.
- The "Write Story" field will remain.
- Clicking "Send" will lead to a new page requesting the user's name (other fields optional).
- Users without profile pictures will have a default icon.
- Footer will be at the bottom (not fixed).
- On mobile, navigation will use three icons instead of a hamburger menu.

Decisions Made
General
- Retake the group photo.
- Take individual photos (to be done by Viktoria).

GO / NO GO Meeting
- Scheduled for Friday morning.
- Present the project idea and review the project plan.

Website
- Define the goal.
- Add LinkedIn to social links.
- Complete hard-coded homepage and Dutch version.
- Continue database and legal preparations.

4. **Announcements**
   -

5. **Discussion parts of the meeting**

   1. Feedback from Ms. Aminah (GO / NO GO Meeting Recap)
   The group discussed the outcome of the GO / NO GO meeting with Ms. Aminah.
   Her feedback was reviewed, and potential adjustments to the project plan were noted.
   The team agreed to take specific actions based on her suggestions before the next milestone.

   2. Weekly Progress Updates
   Each team member shared their contributions from the past week.
   Progress included updates on the website design, content preparation, and CMS functionality.
   Areas needing further support or collaboration were highlighted.

   3. CMS / Database Review
   Bence presented the current state of the CMS/database.
   Team members provided constructive feedback and discussed ways to optimize structure and usability.

4. Interpreter Meeting Preparation
The team discussed the goals for the upcoming meeting with the sign language interpreter.
Questions were proposed focusing on accessibility, user needs, and visual communication preferences.
The importance of cultural and linguistic sensitivity was emphasized.

5. Field Research Method Selection
The team chose what type of meeting will be conducted.
Draft questions for the research were brainstormed, and a structure for interviews was outlined.

6. Any remaining questions or discussion topics
The one in charge of the meeting has made sure that everyone said their opinion and there are no further questions or topics that the team members want to discuss about.

6. Close

Thank you for attending! We are going to organize the next meeting on the 13th of May during the atelier. Kyan Jeuring is going to prepare the agenda, and Sara Kiani Nejad will take the minutes of the meeting.