Meeting 4:00 pm – 4:45 pm

Purpose of meeting: Meet with the client, Dr.Michal Wesolowski, to discuss the schedule, first requirements document draft and requirements change policies. Ask for clarification on several aspects of the project.

Group Members Present: Janelle, Mackenzie, Kyle, Heramb, Ix

Meeting Location: Health Science 1426

Summary:

* Discussion of the project schedule
  + Examined key features for each deliverable and confirmed with Mike
  + Discussion on viewing the client’s desktop through VR
    - Potential software licensing issues
  + Flexibility built in to the later stages of the project
* Discussion of the requirements document
  + Document is a “living” document, will update Mike with changes
* Discussion of Requirements Change Policies
  + Agreement that a formal policy is necessary
* Testing and NDAs
  + NDAs shouldn’t be necessary, but please don’t disclose unnecessary details of the project
  + After ID2, Luxsonic would like to be informed of/vet testing
  + After ID2, Luxsonic will help arrange for testing with professionals
  + Might draft up a waiver for testers (in case of damage, motion sickness etc.)