

Minute 1

Date: 06.05.2021

Present: All

Meeting Purpose:

- Read the Project Specifications and discuss/brainstorm.
- Since it is a disability aid, what disability should the project be aimed to assist?
- Blind and elderly people are the designated target

Regular Items:

- Aim to finalise proposal by Week 10 (13.05)
- Plan out modules and assign parts to members
- Discuss potential issues with plan or parts

To Do:

- Take brainstormed idea and each develop plan for project, discuss in group chat

Next Meeting:

- When proposal finalised, assign modules to each member