Meeting Minutes

**Date:** Thursday, May 30, 2019

**In Attendance:** Brittany Hewitson, Corey Myrdal, Huy Thong Bui, Wenpei Li, Winsey Chui

**Start Time:** 9:40AM

**Purpose of Meeting:** review company roles, review project idea and plan for progress meetings, decide on company name and device name.

**Company Roles:** Roles were described as per wiki page and assigned by both preference, abilities and current knowledge before final decisions were made.

* *CEO:* Brittany Hewitson
* *CCO + Secretary:*Huy Thong Bui
* *CMO:*Wenpei Li
* *CFO:*Corey Myrdal
* *CTO + Secretary:*Winsey Chui

**Project Idea:** PPG system will target immobile subjects such as babies, patients with sleep apnea, or elderly who are unable to move. There will be two major components – PPG system and algorithm for image processing, whereas everything else (sending signals to care providers, the detection of spikes, and the facial detection) will be added if time is available.

**Plan for Requirement Specs:** Currently we have a few design standards and the breakdown of the project. We need to find more design standards, general requirements for the device, budgeting and sustainability and environmental aspects.

**Plan for Progress Meeting:** Progress meetings are scheduled for next week and research needs to be done. Currently we have the scope and purpose and problem for the project.

**Name Decisions:** We were unable to come up with a name.

**Action Plan for Future:**

* Research target market: Wenpei, Corey
  + Who would use the device
  + What currently exists
  + Competitors
  + Importance of the technology
* Research technology: Winsey, Brittany, Thong
  + How do we plan to build it
  + Theory
  + How will we split the project once we have more information
* Requirements Specs: Everyone
  + add things as they come up
* Progress Review
  + Thong - When is it, what do we need to prepare
  + Everything else will wait for Craig’s reply
* Name
  + Find two names, regardless of how terrible you might think and we will take a vote Friday, May 31, 2019

**Next Meeting Date:** Tuesday, June 4, 2019. Time TBD – waiting on Craig to reply.

**End Time:** 11:04AM