Meeting Minutes 06/08/2015

# Todo:

1. Plan a process to follow in the meeting with ICTS
   1. Find out how much time they have to meet with us and decide whether it is necessary to meet with them more than twice.
2. Understand who the users are
   1. Plan our interactions with them
3. Email and organise a focus group including
   * 1. Craig
     2. Sam
     3. Richard
     4. Thomas (who will give a good vis insight)
4. Start thinking about Experimental design and protocol (once exams are finished).

# General Notes:

Focus groups are great at the beginning and end of a project.

The ICTS evaluation in our last cycle is very key to the success of the project.

# Meeting plan for Friday 14/08:

1. Understand what their ideas are for the product
   1. ‘gather their requirements for such a product’
2. Talk about the design of the product and receive their initial feedback
3. Ask about availability and schedule