Meeting Minutes 31/7/2018

Attending:

Joey McPhail

Steph Pratt

Chris Bodger

Alex Ollman (left early)

Tutor (Jenny)

Jenny.simmons@anu.edu.au

# Client Meeting

Meeting with Ben on Saturday 2pm organised

Questions we would like to ask

* What are the project requirements
* What are our deliverables
* What hardware will be supplied
* What do you have currently so we can start
* What hospital policy should the device conform to
* How often would you like an update on the project / meet with us
  + Possibly each minor milestone

# ANU Microgrant

To be organised – may be worth leaving until next week after meeting with Ben

Details at end of course guide, fill out a form and email to Chris

Need to know what parts we need to get, makes it easier to gain access to it

# Landing Page

Content still needs to be filled out, hopefully all required information is gain after meeting with client

* Content we still need according to assessment guide
* Rewrite the project vision
* the key stakeholders, what do they do, and how they interact (dot points)
* identification of resources, risks, potential costs and who will bear them (tables)
  + this includes an indicative financial budget (table)
* technical and other constraints (for example, reliability, security, safety)
* milestones for each Project Audit, including:
  + a set of goals and deliverables for each audit (2-3 sentences)
  + contingencies, such as stretch or crash goals for the milestone (2-3 sentences)
  + a timeline for the project to reach the milestone (weekly table)
  + a work breakdown structure for the milestone (as designed)

# Arranging Meeting Times

Tentatively organised for Wednesday 12pm and Saturday 2pm.

# Value Proposition

Our VeinCam device will help medical professionals who want to perform intravenous procedures by externally visualising a patient’s veins and increasing the likelihood of successfully accessing those veins to reduce patient discomfort, and increase medical staff efficiency with the procedure.

(Our [PRODUCT/SERVICE] will help [CUSTOMER/SEGMENT] who want to [THE JOB] by [WHAT YOU ARE FIXING] and [WHAT BENEFIT YOU BRING])

# Audit 1

5 minute session to present our project, quick slides may need to be done up to present. May just be easier to present our landing page

Use google surveys for feedback gathering

Rethink messenger as main communication vein (haha). Use like an activity log for messenger communication of any key points discussed.

# Shadow Teams

3 teams all will contribute to each other.

Shadows to provide feedback on the decisions of other teams – validates their decision making process.

Each team presents within a 40 minute session. Use landing page

Steph & Chris Pixelbot

Alex and Joey Sensor payload