Professional Issues - Group G
Minutes from meeting held on the 20th of February

Present:
- Richard Smith
- Zhuli Peng
- Frank Qian
- Christian Leonard Quale
- Paul-Johan Seim
- Song Xuesong

Actions in **bold**.

The meeting was set at 15:04

Our place in relation to wifi

We discussed briefly what we should aim for VLC to be in relation to wifi, and how it will differ. After a little discussion we settled on definitely not aiming to, nor marketing ourselves as, a replacement for wifi, at least not to start with. In the long term the technology may have the potential to do this, and it should be mentioned in our report and presentation, but for the first two years we shouldn't aim to compete with something as established as wifi.

The Report

We moved onto discussing the report, what should do in it, and who should start looking at what. On a general note, we need to make sure all sources are cited properly, and that we cite mostly reliable sources. Pictures and figures are also good for including in the report. Note that we are using a relatively big font (12), and the margin size will probably be a little greater than we are used to as well, so each page won't contain a huge amount of text.

Introduction

This should advertise our idea to the potential investors. A brief overview of the technology, the business-plan, as well as what it could become in the future should be covered by the introduction. It should be about two pages long, and **Paul will have a look at this by next week.**

Background Material and Market Research

This section should include general, more in depth, research on the potential markets that can be covered by VLC. It should include both things relating to our current business plan, like time spent on coffee-shops, etc, as well as potential markets for the technology in the future, traffic lights, hydro-chemical plants, and so on. **Song and Frank will start working on this.**

Description of the technology

A description of what VLC is and how it works. This shouldn't be too technical, but it should give the educated reader (i.e., people like us), an understanding of how data is transmitted over VLC, and should be roughly two pages long. **Zhuli will start working on this**.

Business plan

This should describe our business-plan for the first two years. It should give all the relevant numbers, assumptions and plans to demonstrate that we might actually be able to have some sort of business running within two years. **Christian will start working on this**.

Conclusion

A conclusion will have to be written once the rest of the report is done, but this will be sorted out at the end.

A new meeting was agreed upon for **Tuesday the 28th of February at 15:00 in the Crush Hall.**

The meeting was adjourned at 15:42.

Minutes: Christian