

# 17th Meeting Minutes

Chair: Chenyu Yan , Secretary: Changyu Li

W30 09/04/2025

## 1. Meeting Notes

Dave reviewed feedback on our videos and promotional materials.

### Demonstration

- Insufficient duration.
- VP asset advantages were not clearly highlighted.
- Overall score: approximately 40%.

### Promotional Digital Artefact

- Adequate quality.
- Additional voice-over narration recommended.
- Overall score: approximately 80%.

### Presentation

- Some subtitles contained errors.
- Lack of eye contact with the camera by several presenters.
- Excessive movement by several presenters detracted viewers from the content.

- Consider re-doing presentation to a single presenter.
- Overall score: approximately 60%.

## **Poster**

- Good.

## **2. Plan for next week**

Prepare for the upcoming Open Day.