

# 6th Meeting Minutes

Chair: Ke Liu , Secretary: Jianing Wang

W9 21/11/2024

## 1. Meeting Notes

- Weekly report on what we've done for the past week:
  - Conducted an interview with the stakeholders.
  - Met with an ARRI team member and discussed our technical needs.
  - Built an initial understanding of what our stakeholders might want.
  - Planned a meeting schedule with the stakeholders and outlined the talking theme for the next meeting.
- Explain to Dave the minutes of the meeting we had with the stakeholders.
- Emphasize that we need to make sure Dave is clear on what we have done, what we want to do, and what we can do.

## 2. To-Do List

1. Rewrite the minutes of the stakeholders meeting as soon as possible and submit them to Dave.
2. Try to draft an initial SRS and submit it to Dave and stakeholders for review.
3. Division of labor to complete the interim report.

4. Create two low-level design prototypes together for our interim report.
5. Identify what the stakeholders need and provide them with some of our suggestions.