

7th Meeting Minutes

Chair: Ke Liu Secretary: Changyu Li

W10 28/11/2024

Meeting Notes

- Successfully conducted an interview with the stakeholders.
- Met with an ARRI team member, discussed our technical needs, and we resolved many of the technical uncertainties we initially had and got their contact for many future endeavors as they are assigned to work with the directors and therefore are under our umbrella should we need them.
- Built an initial understanding of stakeholder requirements and drafted an initial Software Requirements Specification (SRS).
- Planned a meeting schedule with the stakeholders and outlined the talking theme for the next meeting, which on their part will include the assignment of roles (on the directors' part, for the short movie making technicalities) should we need a detailed brief regarding the short movie/scene specifics as we move forward
- We divided our team into 2. Each sub-group is assigned to one of two required virtual assets (one virtual asset for each scene, and a net of 2 required virtual assets for now). According to the aforementioned inter-action we had with ARRI, we will be closely working alongside them, however, this plan will commence after the next meeting, and after the SRS is signed, which is to be brought up in the next stakeholder meeting.
- For the SRS drafting specifics, we have also planned to work alongside one of the stakeholders (whom is an Unreal Engine expert) to get a transparent understanding of our Unreal Engine responsibilities and to set clear boundaries/tasks that is testable and can be completed (and by extension, graded) by the end of the year.

Discussion Notes

- Suggestions for SRS drafting:
 - Use objective metrics to make it testable.
 - Include more diagrams, such as flowcharts and activity diagrams.
- Chenyu Yan asked: *Can we use AI to generate pictures?*
 - **Answer:** Be extremely careful. Generative AI should not be used (NO).
- Concerns about interim report:
 - Lack of software prevents writing a complete interim report so marks will be based on other parts.
 - **Answer:** Yes.

Problems Identified

- SRS is not yet complete, so it's not ready to be presented to Dave.
- Interim report deadline is approaching.

To-Do List

- Meet with the ARRI team tomorrow.
- Clarify project timeline with stakeholders and show them the project handbook.
- Send the SRS to Dave today and clarify details with stakeholders ASAP.
- Confirm the SRS after stakeholder approval.
- Submit the interim report draft to Dave by Tuesday.
- Ensure contributions to prevent delays in progress.

Next Week Meeting Time

- **Time:** 8:10 AM, Tuesday