

Meeting Minutes

Team 10

12 December 2024

1 Meeting Notes

1.1 Conrrection of last meeting minutes

- For the second point of the first part, "likes" should be "links".
- The fifth point of the first part means that there are no strict requirements of a section's title in the interim report.

1.2 Discusion on SRS

- During the second meeting with the stakeholders, they have agreed with most of the content in SRS, which is the version submitted in the Moodle forum last Thursday.
- The SRS our team showed the stakeholders is not clear enough. It says that the scene requirements can be tailored later based on the future direction from the artistic/directors team, which is the reason they agree with the SRS mostly.
- The stakeholders are not sure about the details of the models in the scene and even the entire corridor scene. However, our team should make the SRS clear and can have an updated SRS later if requirements change. If SRS is not clear and stakeholders do not agree with our team, our team will have difficulty proving that we have completed the project.

1.3 Meeting and Work Plan

- From next week to the first formal meeting in February, no more official group meetings that the team should attend, but they should continue working on the project, write weekly reports and have a plan. If a formal meeting is needed next week, the team can send an email to Dave.

2 To do list

- Discuss the specifications of the workstation with our stakeholders.
- Modify the SRS and let stakeholders sign it next Friday.
- Work on building the 3D scene for the monitor room.
- Include our plan for the period starting from the next week to the first official meeting in February. The plan should include who will be responsible for what per week per person.