

# The 12th Meeting Minutes

Chair: Xena, Secretary: Ke Liu

W25 05/03/2025

## 1 Meeting Notes

- Confirming Stakeholders Meeting Minutes (28th February 2025)
  - The date in the section “Meeting Details” is wrong.
  - For item 4 “Project Timeline”, make it clear with stakeholders what the team will do for them and what they will do for the team in this project beyond GRP.
- Things to Highlight
  - As approved by stakeholders, book the studio in advance to record a video showcasing the studio setup.
  - Cutting things for GRP deliverables and the final report.
  - In the final report, provide evidence of completing the project and explain the project in the future.
  - The recording and the website can be linked to the GRP presentation.
  - About the conference paper
    - \* The OER workshop is probably the most suitable one if considering to write a paper.
    - \* Experience in this project can be written into the paper.
    - \* Writing the paper can also be the process of preparing for the final report.

## 2 Plan for Next Week

- Visit the lab and make changes there (where the workstation is provided by the stakeholders)
- Continue writing OER and final report
- Make another version of the hospital room according stakeholders’ requirements.