

Minutes of the Fifth Stakeholder Meeting

Changyu Li

28th February 2025

Meeting Details

- **Date:** 28th February 2025
- **Time:** 4:30 PM
- **Duration:** Approximately 45 minutes
- **Location:** VP MC Studio, Trent

Attendees

- **Stakeholders:** Filippo Gilardi, Lynne Chen, Suki Tu
- **Team Members:** Xena, Jianing Wang, Changyu Li (Secretary)

Meeting Minutes

1. Verification of 3D Asset Results

- Prof. Filippo Gilardi expressed significant satisfaction with the Ward asset.

2. Action Items

- The window size in the Ward asset should be increased to emphasize the lack of privacy for patients in the hospital environment.
- The dimensions of the bed model need to be revised such that the width is approximately 90 cm and the height is approximately 80 cm. Other assets should be adjusted proportionally to align with the new bed dimensions.
- Team members are advised to commence familiarization with the interaction of lighting in the studio environment.

3. Script Revisions

- The Monitor Room asset may potentially be excluded from filming, contingent upon further developments in the script. Team members are advised to await confirmation before proceeding with related tasks.

4. Project Timeline

- **Completion of all assets:** Until 2nd April 2025
- **Studio adjustments and testing:** April to June 2025
- **Filming period:** 30th June to 11th July 2025

5. Additional Notes

- Approval has been granted for conducting the presentation filming in the studio. However, it is imperative to secure studio bookings well in advance to ensure availability.