

# Meeting 4 minutes

Chair : Sager, Secretary : Xena

Meeting 4 : 7/11/2024

## 1 Meeting Notes

- Meeting started with reporting what we've done for the past week.
  - We sent email to stakeholders
  - The time of meeting was set on 15/11/2024
  - Found 1 tutorial video that was good, couldn't find more as videos are not thorough enough or not beginner friendly. Might try looking into khan academy to find better tutorials.
  - We are slow compared to other groups and the meeting made our progress even slower
- It's okay to be slower than other groups as we have real stakeholders, what's not okay is to make it an excuse
- Use the free time as an advantage to be more ready
- We haven't been practicing interviews, we will mess it up if not practice is done, we should also anticipate what could go wrong, be ready to improvise, don't make a fool of ourselves in front of the stakeholders.
- Be sure about doing the SRS, stakeholders are professionals and expect us to be professionals.
- We have to be proactive
  - Sharpen our skills as interviewers, have mock interviews/ can find classmates to interview, maybe let them answer using chatGPT
  - Check on past projects of stakeholders, get more knowledge about them
  - Find prototypes/examples to show to stakeholders, to be more understanding of the project and let them understand about what we are talking about.
  - Find similar projects of the field to give us an idea on what to do
  - Prepare literature reviews ( previous research and what is the current state of the technology), we will need it for our interim report and final report.