

Minutes of the 4th Meeting with Stakeholders

Ke Liu

10th January 2025

1 Meeting Information

- **Date:** 10th January, 2025
- **Time:** 4:00 pm
- **Duration:** Around 30 minutes
- **Location:** IEB
- **Attendees:**
 - **Stakeholders:** Filippo GILARDI, Levi Dean, Lynne Chen
 - **Teammates:** Xena, Sager, Ke Liu (secretary)

2 Topics

- Monitor Room
- Corridor Scene
- Schedule for Tasks and Meetings
- The Workstation Stakeholders Provide

3 Monitor Room

A video of the latest virtual scene for the monitor room is shown to the stakeholders.

- Feedback from stakeholders
 - For the two monitor screens, every screen should contain sub-screens (windows) in 4 columns and 3 rows, which display videos.

- The texture of the wall should be adjusted so that it looks old and somewhat grimy or shabby. For example, there are leaks, black signs such as hand prints and footprints on the wall. Texture with algae is fine.
- Materials need to be adjusted to make the scene more realistic.

4 Corridor Scene

- The stakeholders are not sure about the corridor scene because the relevant script is not ready.
- After the script is ready, Filippo will notify us how the corridor is designed.
- Their initial thought for the corridor: the corridor space is divided into two parts, one part that includes the stairs and the other part that includes the elevator, which are separately included in the monitor room scene and the scene for the other room.
- To better understand the layout of the studio, our team can go to the studio with Lynne Chen next Tuesday 14th January at 5:30 pm. In the studio, Lynn can show us one virtual asset that they use

5 Schedule for Tasks and Meetings

- After the last exam on Monday, firstly modify the screens of the monitors, and then adjust the texture of the wall and make the monitor room more realistic according to the requirements specified above.
- Go to the studio with Lynne Chen next Tuesday 14th January at 5:30 pm.
- After this meeting, our team will have an online meeting with the stakeholders on Thursday 23rd January at 4:30 pm.
- During the holiday, our team will continue to work on polishing the monitor room scene and complete corridor scene after the stakeholders notify us how the scene should be designed and more details.

6 The Workstation Stakeholders Provide

- The workstation will be available after the Chinese New Year.