Formal Meeting Minutes with Stakeholders

Team 10

15 November 2024

1 Meeting information

- First meeting with stakeholders at IEB 359 during 1 hour.

- Attendees (Stakeholders): Filippo GILARDI, Levi Dean, Lin WU, Lynne Chen.

- Attendees (Teammates) : Xena, Omar, Sager.

2 Project background

- It's the first time they are doing virtual production.

- The studio will be done at Dec 19th 2024 in UNNC.

- We can enter into the studio at Feb 2025 to test our virtual assets.

- Final version of the film will be at June 2025

- Filming Date is not confirmed

3 Movie background

- They will short a move without naming now.

- The draft story of the movie (from the ppt they gave us): The extreme weather blankets the city in white, confining people to their homes. The new security staff member (female, 25) becomes the sole person the entire building can rely on. Her line manager pressures her to profit by selling government-issued supplies meant to be free to those in need. While she is unsure how to handle the situation, a young boy(13), accidentally left at home by his parents, overhears the phone conversation. When one lie is made, many lies follows.

4 What do stakeholders want us to do

- Create two virtual assets (or more), depends on how fast we can do it:

  1. Corridor with one elevator for two household on each level and two doors face to face. (Refer to Figure 1)
  2. Monitor Room with multiple computers and lots of screens. (Refer to Figure 2)

- Integrate the two virtual assets into Unreal Engine

- Use Unreal Engine to add special effects to virtual assets such as changing weather. (ARRI's experts will guide us working with it.)

- Work with ARRI to ensure resolution of the LED screen is clear, as some camera shots have to be close up, and quality of the virtual asset will be lowered (Some parts of the asset have to be ultra high resolution, but some doesn't have to be too high to save time.

- Test the virtual assets integrating with Unreal Engine and adding effects in the studio.

- Make an OER/ document the process of making the scene (software we used / mistakes we made / installation ways)

- During the real filming time, two or three our teammate will help renders scenes and also troubleshooting in the field.

5 Q & A

- Q: Do we have to connect both scenes together? A: No plan to interact, dont need to connect it together.

- Q: Will there be camera movement, is the camera movement already preset or it will be tracked real-time? A: There will be camera movement and it will be tracked real time and connected to unreal engine, which is not your job.

- Q: By when do we need the virtual asset to be done? A: Not sure. We got even more environments(assets) to build.

- Q: a guide for new students?(OER) A: yes

- Q: Our laptops cant handle the unreal engine, is there any equipment you can provide? A: we got 2PCs, and we can buy more, let me know the specs and I will buy. you got space in IEB.

6 key information

- Meetings weekly with stakeholders

7 Things we can do/promise to stakeholders

- We can make 2 virtual assets, ensure effects of the scene can be adjusted.

- We can test the virtual assets to ensure it works in the studio.

- We can make the OER

8 Things we cant write in the SRS

- We can't promise we are there in the studio during filming. (Timing is not fixed)

- We can't promise we can do more than 2 virtual assets

9 Things to negotiate

- At least 1 of our members will be in the studio during filming date, but we can't write it on our SRS.

- We will try to do 1 virtual asset first, and let you know how much time is needed to make 1 virtual asset. Then, according to the time taken, we can do more virtual assets. We will write only 2 virtual assets in the SRS. We will **NOT** take in more virtual assets after February 2025.
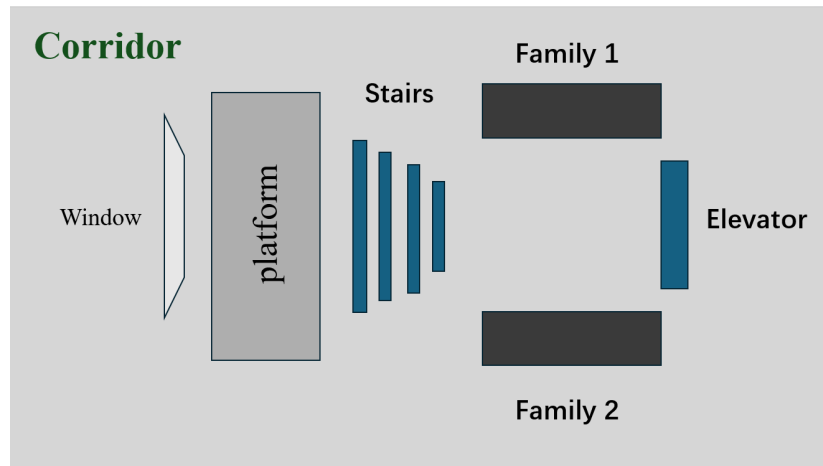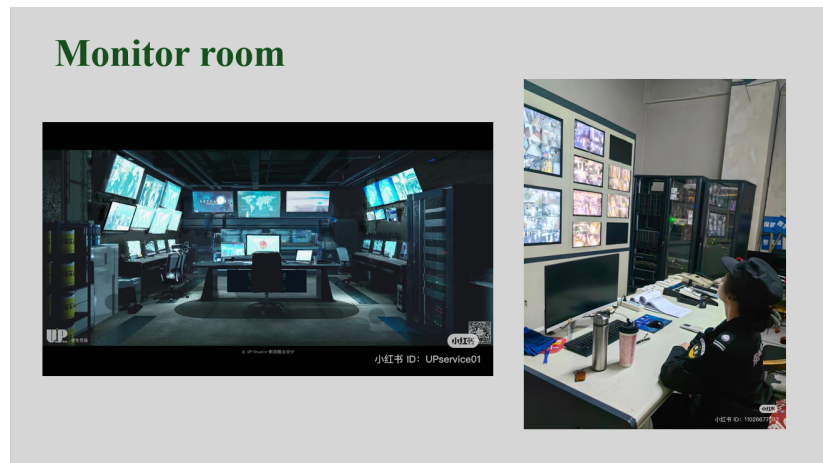
10 APPENDIX

Figure 1: Corridor plan

Figure 2: Monitor plan