MEETING MINUTES

Project Name	VisuSpeak
Meeting Name	Sponsor Meeting
Meeting Facilitator	Team VisuSpeak
Meeting Details	November 29, 2023
Meeting Invitees	- Rob Anderson - Manager, Mobility and Innovative Solutions, SaskPower - Archisha Bhattacharya - Brooklyn Coulson - Jasmeet Singh

Minutes:

Topic	Summary of Discussion/Decision
Software Future-proofing	Rob emphasized the importance of making sure the software is future-proof. This entails ensuring that basic functionalities, like some words and alphabets working, are prioritized. The consideration of frame rates for user experience enhancement was suggested. Partial 3D modeling capabilities are considered sufficient for the time being.
Website and Security Enhancements	It was advised to convert the website URL to HTTPS and implement encryption for the password field to bolster security measures.
User Interface and User Experience	Feedback on the color scheme was positive, particularly the use of green, but a recommendation was made to opt for one clear choice to maintain clarity.
Release Management	The focus should be on releasing well-functioning updates and pushing those to the forefront.
Data Storage	Storing information as a dictionary document was proposed as a structured approach to data management.

Marketing Language	The importance of having the correct language when we are ready to sell the product was highlighted.

Action Items:

Description of Action	Assigned to	Date Required
Convert URL to HTTPS and encrypt passwords	Archisha Bhattacharya	Jan 8, 2023
Finalize and implement UI color scheme	Brooklyn Coulson	Jan 8, 2023
Plan for future frame rate enhancements to accommodate different speed of ASL gestures	Archisha Bhattacharya, Jasmeet Singh	Jan 15, 2023
Develop partial 3D modeling	Archisha Bhattacharya, Jasmeet Singh	Jan 15, 2023
Organize data storage as dictionary documents	Archisha Bhattacharya, Brooklyn Coulson, Jasmeet Singh	Jan 15, 2023