

MEETING MINUTES	
Project Name	VisuSpeak
Meeting Name	Sponsor Meeting
Meeting Facilitator	Team VisuSpeak
Meeting Details	March 20, 2024
Meeting Invitees	<ul style="list-style-type: none"> • Rob Anderson – Manager, Mobility and Innovative Solutions, SaskPower • Archisha Bhattacharya • Brooklyn Coulson • Jasmeet Singh
Minutes:	
Topic	Summary of Discussion/Decision
Presented Demo	<p>Overview: A demo of the working application was presented, showcasing the functionality and features of several key pages.</p> <ul style="list-style-type: none"> • Pages Demonstrated: <ul style="list-style-type: none"> ○ Landing Page ○ Customer and Admin Chat ○ Admin Dashboard ○ Resources ○ Account Settings ○ About Us <p>Feedback: Positive feedback was received on the color scheme. Rob recommended ensuring consistency across all pages in terms of UI and font.</p>
Accessibility Standards	<p>Recommendation: Rob suggested the use of website accessibility checker tools like Siteimprove. While achieving AA or AAA standards is ideal, obtaining some level of certification would demonstrate a consideration of accessibility standards.</p>
Timer in ASL Chat	<p>Feedback: Rob commented that the timer for ASL hand recognition is a valuable feature. He suggested backing up the chosen duration with feedback from industry experts at SDHHS.</p>
Deletion of Chats	<p>Recommendation: Rob proposed adding a "Delete Chat"</p>

	function that removes chats from the user's view but retains them in the database for records.	
Testing	It was recommended to conduct extensive testing, including user acceptance testing and regression testing, to ensure the application's reliability and performance.	
Project Day Presentation	Recommendations: <ul style="list-style-type: none">• Showcase the ASL Dictionary in the resources section to support a more structured narrative.• Strike a balance between technical detail and general information to engage a diverse audience.	
Trade Show	Recommendation: Ensure the trade show setup is engaging and encourages attendees to try the application.	
Action Items:		
Description of Action	Assigned to	Date Required
Ensure UI and Font Consistency Across All Pages	Brooklyn Coulson	March 24, 2024
Utilize Accessibility Checker Tools	Jasmeet Singh	March 25, 2024
Implement 'Delete Chat' Function	Archisha Bhattacharya	March 29, 2024