

MEETING MINUTES		
Project Name	VisuSpeak	
Meeting Name	Mentor Meetings	
Meeting Facilitator	Team VisuSpeak	
Meeting Details	April 03, 2024	
Meeting Invitees	<ul style="list-style-type: none"><li>• Dr. Kin-Choong Yow</li><li>• Archisha Bhattacharya</li><li>• Brooklyn Coulson</li><li>• Jasmeet Singh</li></ul>	
Minutes:		
Topic	Summary of Discussion/Decision	
Final Project Update	<ul style="list-style-type: none"><li>• Updated Dr.Yow with the following deliverables:<ul style="list-style-type: none"><li>• Presentation Slides</li><li>• Project Poster</li><li>• Project Commercial</li><li>• Project Demo</li><li>• Trade show brochure and scenario questionnaire</li></ul></li></ul>	
Dr. Yow's Feedback	<ul style="list-style-type: none"><li>• The slides are good, trying filling up the gaps, it seems too empty.</li><li>• The project poster looks good</li><li>• Project Commercial looks good, the story telling is good. Try adding recorded screenshots of the application instead of camera recorded version as it is hard to see what you guys are showing</li><li>• Project demo looks good, detailed and easy to follow</li><li>• The brochure and questionnaire looks good</li></ul>	
Next Steps for Team VisuSpeak	<ul style="list-style-type: none"><li>• Project Day Presentation</li></ul>	
Action Items:		
Description of Action	Assigned to	Date Required

Project Day

Archisha, Brooklyn and April 06, 2024  
Jasmeet