MEETING MINUTES

Project Name	VisuSpeak
Meeting Name	Mentor Meetings
Meeting Facilitator	Team VisuSpeak
Meeting Details	March 27, 2024
Meeting Invitees	• Dr. Kin-Choong Yow • Brooklyn Coulson • Jasmeet Singh

Minutes:

Topic	Summary of Discussion/Decision
Project Update	• Updated Dr.Yow on the updated UI design for the Landing Page • Team VisuSpeak and Dr.Yow tested the Chat Functionality and the application's features. • Updated Dr.Yow on Phase 3 testing with SaskPower and U of R Accessibility Centre.
Project Related Questions	• Team VisuSpeak asked Dr.Yow for advice in regards to project presentation and demo. • Should it be a live demo or a pre-recorded demo?
Dr. Yow's Feedback	• The landing page looks good. • Team VisuSpeak should try both style of demos and see what works the best. • It is important to tell a well structured story so that the audience knows you are well prepared. • The AI model is good and detects words seamlessly. • The Resources section is good especially the Dictionary resource.
Next Steps for Team VisuSpeak	• Create Presentation Slides for Project Day • Create Project Commercial • Create Project Poster • Create Project Demo

Action Items:		
Description of Action	**Assigned to**	**Date Required**
Create Presentation Slides	Archisha, Brooklyn and Jasmeet	April 03, 2024
Create Project Poster	Archisha, Brooklyn and Jasmeet	April 03, 2024
Create Project Commercial	Jasmeet Singh	April 03, 2024
Create Project Demo	Archisha Bhattacharya	April 03, 2024