

MEETING MINUTES		
Project Name	VisuSpeak	
Meeting Name	Mentor Meeting	
Meeting Facilitator	Team VisuSpeak	
Meeting Details	October 05, 2023	
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	
Capstone Mentor Meeting Kickoff	<ul style="list-style-type: none"><li>• Project and Team introductions</li><li>• Discussed briefly about the project background</li><li>• Resources on datasets with available starter code</li><li>• Is a full featured project achievable in the given timeline?</li><li>• Look into the requirements and scope</li><li>• Build a Gantt chart describing project milestones</li></ul>	
Action Items:		
Description of Action	Assigned to	Date Required
Research datasets and benchmarks	Archisha and Jasmeet	October 19, 2023
Developed Gantt chart	Archisha and Jasmeet	October 19, 2023
Define the project scope and requirements	Brooklyn Coulson	October 19, 2023