

MEETING MINUTES		
Project Name	VisuSpeak	
Meeting Name	Sponsor Meeting	
Meeting Facilitator	Team VisuSpeak	
Meeting Details	October 26, 2023	
Meeting Invitees	<div><input type="checkbox"/> Rob Anderson – Manager, Mobility and Innovative Solutions, SaskPower</div> <div><input type="checkbox"/> Archisha Bhattacharya</div> <div><input type="checkbox"/> Brooklyn Coulson</div> <div><input type="checkbox"/> Jasmeet Singh</div>	
Minutes:		
Topic	Summary of Discussion/Decision	
Discuss Sponsor Partnership and Expectations	<div><input type="checkbox"/> Discussed UI design of application with respect to accessibility guidelines:<div><div>Team VisuSpeak should aim for conformance with Level AAA</div></div></div> <div><input type="checkbox"/> Discussed possible integration of our application with SaskPower’s environment:<div><div>SaskPower does not have plans for integration at the moment.</div><div>Team VisuSpeak is free to choose their own branding for the application</div></div></div> <div><input type="checkbox"/> Discussed defining a MVP for the project:<div><div>Rob suggested that we should aim to convert a single word from to English in our first MVP and include additional features such as Transcript History in later MVPs</div></div></div>	
Action Items:		
Description of Action	Assigned to	Date Required
Update colour palette and prototype to	Jasmeet Singh,	November 1, 2023

ensure conformance of the application with Level AAA	Archisha Bhattacharya	
Create MVP Document as Storyboard and GitHub Kanban Board	Brooklyn Coulson	October 29, 2023