

MEETING MINUTES	
<b>Project Name</b>	VisuSpeak
<b>Meeting Name</b>	Sponsor Meeting
<b>Meeting Facilitator</b>	Team VisuSpeak
<b>Meeting Details</b>	October 26, 2023
<b>Meeting Invitees</b>	<input type="checkbox"/> Rob Anderson – Manager, Mobility and Innovative Solutions, SaskPower <input type="checkbox"/> Archisha Bhattacharya <input type="checkbox"/> Brooklyn Coulson <input type="checkbox"/> Jasmeet Singh
<b>Minutes:</b>	
Topic	Summary of Discussion/Decision
Discuss Sponsor Partnership and Expectations	<input type="checkbox"/> Discussed UI design of application with respect to accessibility guidelines: <ul style="list-style-type: none"> <li>Team VisuSpeak should aim for conformance with Level AAA</li> </ul> <input type="checkbox"/> Discussed availability/access to ASL users and experts to ensure our application meets the needs of the user base: <ul style="list-style-type: none"> <li>Rob mentioned that he can provide us with some resources and advised to reach out the U of R accessibility center</li> </ul> <input type="checkbox"/> Discussed possible integration of our application with SaskPower's environment: <ul style="list-style-type: none"> <li>SaskPower does not have plans for integration at the moment.</li> <li>Team VisuSpeak is free to choose their own branding for the application</li> </ul> <input type="checkbox"/> Discussed defining a MVP for the project: <ul style="list-style-type: none"> <li>Rob suggested that we should aim to convert a single word from to English in our first MVP and include additional features such as</li> </ul>

Transcript History in later MVPs		
Action Items:		
Description of Action	Assigned to	Date Required
Create MVP Document as Storyboard and GitHub Kanban Board	Brooklyn Coulson	October 29, 2023
Update colour palette and prototype to ensure conformance of the application with Level AAA	Jasmeet Singh, Archisha Bhattacharya	November 1, 2023
Contact the U of R Accessibility Center for expert opinion about accessibility and ASL	Jasmeet Singh	November 2, 2023