

| MEETING MINUTES | |
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| Project Name | VisuSpeak |
| Meeting Name | Sponsor Meeting |
| Meeting Facilitator | Team VisuSpeak |
| Meeting Details | February 8, 2024 |
| Meeting Invitees | <ul style="list-style-type: none"> - Rob Anderson – Manager, Mobility and Innovative Solutions, SaskPower - Archisha Bhattacharya - Brooklyn Coulson - Jasmeet Singh |
| Minutes: | |
| Topic | Summary of Discussion/Decision |
| Presented Demo | <p>Presented a demo of the working application and worked through the following pages:</p> <ul style="list-style-type: none"> - Chat - Transcript History - ASL Resources - About Us <p>Feedback on the current UI and colour theme was positive. Rob recommended improving the slider's visibility and labels.</p> |
| AI Model Change | <p>Discussed the AI model change that our team has shifted to a different AI model using MediaPipe for hand gesture recognition to provide prediction on ASL words as opposed to the previously demoed model, which was able to recognize ASL alphabets. Rob recommended documenting our journey experimenting with different models to showcase our evolution and development process rather than seeming we started from scratch.</p> |
| Next Steps | <p>Rob recommended to focus on the accessibility resources section going forward instead of chat connectivity between 2 users.</p> |

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| Testing | Advised to start user testing as soon as possible to give the development time to implement any recommended changes or feedback from test users. | |
| Project Day Presentation | Advised to start brainstorming ideas for project day posters and other promotional materials. | |
| Additional Features | <ul style="list-style-type: none">- Discussed implementing additional features such as converting ASL syntax to English syntax using “Grammar correction” API by Open API- It was recommended to explore using “Translation” API by Open AI to convert text into French for Canadian users on the application. | |
| Action Items: | | |
| Description of Action | Assigned to | Date Required |
| Improve UI Slider Visibility | Archisha Bhattacharya | February 20, 2024 |
| Document AI Model Development | Jasmeet Singh | February 11, 2024 |
| Increase Dataset of current AI Models | Archisha Bhattacharya, Jasmeet Singh | February 20, 2024 |
| Shift Focus to Accessibility Resources | Jasmeet Singh | February 22, 2024 |
| Plan for Additional Features | Archisha Bhattacharya | February 29, 2024 |
| Begin User Testing | Archisha Bhattacharya, Brooklyn Coulson, Jasmeet Singh | February 22, 2024 |
| Brainstorm Project Day Presentation | Brooklyn Coulson | March 1, 2024 |
| Explore OpenAI APIs | Archisha Bhattacharya | February 29, 2024 |